

Job Opening  
December 2013

**JOB TITLE:** Executive Assistant  
**DEPARTMENT:** Public Affairs

**LOCATION:** New York City

**BASIC FUNCTION:**

Assist the Department Head with day-to-day administrative support and the general operations of the Public Affairs Department.

**WORK PERFORMED:**

- Interaction between Public Affairs department and members of the press.
- Exercising extreme discretion and professional mannerism when dealing with members of the press.
- Processing correspondence between Public Affairs department and ESDC Department Heads and Managers.
- Organizing and disseminating ESDC related news articles and on-going media stories on a twice daily basis.
- Assist with proofing press releases.
- Familiarity with ESDC projects.
- Administrative duties, i.e.: issuing department memorandum, broadcast messages, general filing, call screening, appointment scheduling for EVP, Public Affairs & Strategic Initiatives, coordinating travel arrangements, preparing and reconciling trip memoranda and expense reports and facilitating the general needs of the department.

**EDUCATION & REQUIREMENTS:**

Education Level required: College Degree

Relevant experience required: 3+ years experience in an administrative/secretarial position within a corporate environment.

Knowledge required: Knowledge of Windows, Microsoft Word, MIS-DOS.

Must have extreme proficiency in writing and speaking English.

Familiarity of state-related projects preferred.

**HIRING SALARY RATE:** Up to \$50,000, commensurate with experience

**INQUIRE:**

Ruth Parris, HRIS Specialist and Sr. HR Coordinator

**DEADLINE:** At least 2 weeks or until the position is filled.

**Internal Candidates:** COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

**External Candidates:** SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)