

Job Opening
December 17, 2013

JOB TITLE: Executive Assistant to the President & CEO
DEPARTMENT: Executive Office

LOCATION: New York City

BASIC FUNCTION:

Provide wide range of administrative support to President, CEO and Commissioner; manage day-to-day operations of President's office.

WORK PERFORMED:

- Manage schedule for the President including logistics and prep material.
- Provide wide range of administrative duties to support day-to-day operations for department.
- Liaison with executive management on briefings.
- Review department payment authorizations prior to President's approval/signature.
- Compile reports and create presentations at President's request.
- Secure appropriate administrative back up coverage to cover staff absences as required.
- Prepare automated time sheet for President and reconcile all travel/business related expenses.
- Approve time sheets and travel for administrative staff and other President reports, as designated.
- Draft correspondences and emails on behalf of the President.
- Track incoming/outgoing mail for President and allocate to appropriate staff for response.
- Serve as point person to Governor's scheduling office for events to be attended by President or executive staff on behalf of the Governor.
- Manage schedule for ESD driver for requests from executive staff.
- Maintain and create various lists including correspondence, call and event logs.
- Provide administrative support to the President's Chief of Staff.
- Projects as assigned by President.

EDUCATION & REQUIREMENTS:

Education Level required: Associates college degree or business school graduate in relevant area
Equivalent Experience required: 5 + years of progressive administrative and/or business related experience;
Senior Executive administrative experience with excellent scheduling capability, ability to work independently and exercise excellent judgment and confidentiality.

Knowledge required: Must have proficient computer knowledge: MS Word, Excel, PowerPoint & Outlook.
Must have excellent oral and written communication skills.

HIRING SALARY RATE: Up to \$58,000, 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

AN EQUAL OPPORTUNITY EMPLOYER