Empire State Development

JOB OPENING
August 1, 2013

JOB TITLE: Executive Assistant **Location:** NYC
DEPARTMENT: Business Marketing

BASIC FUNCTION:
Perform administrative and general secretarial support duties for two Senior Executives which includes managing the daily activities such as travel, correspondence, scheduling and phones.

WORK PERFORMED:
- General administrative duties include, but are not limited to: scheduling meetings; keeping appointments and calendars; making travel arrangements; preparing documents; creating and maintaining file system; phones and related clerical duties.
- Timely and accurately submit travel vouchers/expense reports and other travel documents.
- Coordinate with other departments and units for follow up and to ensure proper handling of paperwork, timely payment of invoices and other policy and procedural tasks.
- Coordinate preparation, proofreading, production and distribution of reports, agendas, presentations and other documents and events; brief executives in preparation for same.
- Maintain confidential files.
- Provide oversight to administrative support staff for the Department when needed.
- Work on special projects as assigned by the Executive Vice President.

EDUCATION & REQUIREMENTS:
- Associates Degree in secretarial science, business administration or related area.
- 6+ years' administrative experience and working with sr. executives
- Excellent organization and telephone skills; Excellent calendar management and prep skills
- Excellent computer knowledge and skills: Microsoft Office (Word, Excel, PowerPoint)
- Excellent verbal and written communication skills
- Highly efficient and good judgment skills.

APPROXIMATE HIRING SALARY: $42,194 - $52,742

INQUIRE

Ruth Parris, HRIS Specialist & Sr. HR Coordinator, ESDC
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