

Job Opening

Job Posting: November 2021

Application Deadline: 30 days or until position is filled

JOB TITLE: Administrative Assistant

LOCATION: Troy

DEPT: Capital Region

BASIC FUNCTION:

Assist the Regional Director and regional office staff providing daily administrative and support as necessary.

WORK PERFORMED:

- Coordinate mailings, answer phones, direct calls, schedule meetings and maintain CRO contact/distribution lists
- Procure office supplies, track/schedule automobile and office equipment maintenance
- Process/track department billing through the Statewide Financial System (SFS); reconcile Office's procurement card for purchases and follow up on all requisitions; submit/track expense reimbursements and travel authorization through PeopleSoft
- Provide administrative support to the Director and CRO staff for routine operations including the preparation of reports and presentations using Microsoft Excel and PowerPoint, and updates to ESD project tracking systems
- Arrange public hearings, prepare notifications and submit billing information
- Support Regional Council and other agency activities including data collection and tracking, communications with REDC membership, website updates and meeting/event organization
- Make referrals and assist in processing requests for information
- Other administrative duties as assigned

Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

EDUCATION & REQUIREMENTS:

Education Level required: High School Diploma or equivalent; 5+ years' administrative assistant experience. Knowledge Required: Excellent communication (written and verbal) and organizational skills. Computer knowledge and skills: Microsoft Office-Proficiency with Excel, Word, PowerPoint & Access; Work successfully in a fast-paced environment; ability to multitask and follow-up essential.

APPROXIMATE HIRING SALARY: \$51,000 - \$52,000 (w/ comprehensive benefits package)

INQUIRE

Donna Knief – Human Resources Specialist, Human Resources Dept.

External Candidates: Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body

Internal Candidates: Complete [Posting Application](#) and attach a copy of resume

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