

Job Opening

Job Posting: August 27, 2018

Application Deadline: Sept. 27, 2018

JOB TITLE: Administrative Coordinator

LOCATION: NYC

DEPARTMENT: Legal

BASIC FUNCTION: Provide comprehensive administrative support to multiple members of the legal department, who may include general counsel, deputy general counsel, compliance officer, senior counsels, paralegals and the Corporate Secretary.

WORK PERFORMED:

- General Secretarial Duties:
 - Answer multiple telephone lines and communicate messages accurately and consistently
 - Copy, scan and fax documents to multiple parties
 - Scheduling meetings, including the coordination of participant schedules, reservation of conference room(s), order refreshments & supplies as necessary, room preparation and cleanup
 - Review daily mail for distribution to the appropriate staff and/or action
- Word Processing-input and editing; proofreading and redlining legal documents for review as necessary
- Develop and maintain an excel spreadsheet or other mechanism to track corporate compliance with applicable laws, regulations, policies and other guidance documents
- Draft basic correspondence
- Maintain working and storage files and an up-to-date list all of projects
- Process invoices, prepare expense reports and make travel arrangement as necessary
- Cover Reception Desk on the Executive Floor
- Provide back-up to the Executive Assistant to the General Counsel
- Any other assignment at the request of the attorney, compliance officer, paralegals or Corporate Secretary

Work cooperatively with Corporate Secretary staff as necessary to prepare for board meetings, including scheduling, webcast arrangements, electronic and paper communications with board members and staff, assisting with submission of Public Authorities Control Board submissions, maintaining adequate supplies for and the production of board books

EDUCATION & REQUIREMENTS:

Education Level required: High School or Equivalent Diploma; some college and/or secretarial courses

Relevant experience required: 5+ years secretarial experience in a business or legal environment (legal experience preferred)

Knowledge required: Proficient in Microsoft Word and Excel; Excellent word processing and general secretarial abilities; Must exercise good judgment, discretion and be able to work well under pressure; Must be able to juggle multiple work assignments and manage calendars for several busy members of the legal department; Effective communication skills – including grammar, spelling and comprehensive legal terminology; Must be well-spoken, with excellent phone skills.

APPROXIMATE HIRING SALARY: \$40,660-\$48,791 (w/ comprehensive benefits package)

INQUIRE

Ruth Parris, Sr. HRIS Specialist & Human Resources Manager, ESD Corporation

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

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY.