

Job Opening

Job Posting: June 1, 2022

Application Deadline: 30 days or
until position is filled

JOB TITLE: Administrative Assistant
DEPT: Regional Office – Western NY

LOCATION: Buffalo

BASIC FUNCTION:

Provide administrative support for the WNY Project Management staff; assist the regional office and subsidiary staff with daily administrative tasks as necessary; and perform back-up receptionist role, as needed.

WORK PERFORMED:

- Maintaining filing system; set up meetings and make appointments; answer telephones; copying/scanning/ printing; open mail and respond to general needs of the Corporation as requested.
- Arrange/schedule meetings and travel as necessary; organize and submit expense reports.
- Answer telephones in a professional and courteous manner, taking accurate phone messages, responds to general inquiries, and where necessary, direct caller to the appropriate department or individual for further assistance.
- Conduct the saving of electronic files and emails in appropriate project folders to assist with maintaining organized electronic files.
- Draft basic documentation from Corporation templates, use mail merge system for disbursement of information.
- Create and maintain multiple project tracking Excel spreadsheets.
- Conduct scanning including disassembling documentation, copying/scanning all materials, and reassemble back to original format for filing of original materials.
- Check invoices for accuracy and valid signatures prior to department head's approvals, as assigned.
- Process incoming fee checks.
- Assist other support staff in the department or elsewhere in the Corporation, as required.
- Draft basic documentation from Corporation templates, use Word mail merge system for Board materials, GDAs and other project related forms; begin initial data entry into merged templates for Project Manager completion.
- Convert email and Word documents into PDF and merge into combined document using Kofax Power PDF.
- Secure Departmental signoffs.
- Check invoices and payment requisitions for accuracy and valid signatures prior to department head and/or Project Manager's review and approvals, as assigned.
- Process incoming fee checks and vendor proof of payment; update associated trackers.

EDUCATION & REQUIREMENTS:

Education Level Required: Must have high school diploma or equivalent. Associates degree preferred.

Relevant Experience Required: 1 to 3 years of office experience preferred. Associates degree may substitute for required experience.

Knowledge Required: Basic knowledge of MS Office, Excel plus Power Point preferred but will train the right candidate. Excellent communication skills – both written and verbal; Excellent follow up skills; Excellent organizational skills, Ability to multi-task – Able to handle correspondence, when directed.

APPROXIMATE HIRING SALARY: \$49,000 (w/ comprehensive benefits package)

INQUIRE

Jane Martinez – HR Recruiter

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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