

Job Opening

Job Posting: March 2022

Application Deadline: 30 days or
until position is filled

JOB TITLE: Departmental Coordinator
DEPT: Regional Office – Western NY

LOCATION: Buffalo, NY

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.

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

EDUCATION & REQUIREMENTS:

Equivalent Education Level required: Must have high school diploma or equivalent.

Relevant Experience required: 3+ years of administrative/secretarial experience.

Knowledge Required: Excellent communication skills - both written and verbal; Knowledge of MS Office: with excellent Microsoft Word and Excel skills required, plus PowerPoint; Excellent follow-up skills; Excellent organizational skills; Ability to multi-task - Able to handle own correspondence, when directed

APPROXIMATE HIRING SALARY: \$32,986 - \$49,479 (w/ comprehensive benefits package)

INQUIRE

Jema Chan, Recruiter - 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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