Job Opening

Job Posting: March 2022  
Application Deadline: 30 days or until position is filled

**JOB TITLE:** Departmental Coordinator  
**LOCATION:** Buffalo, NY

**DEPT:** Regional Office – Western 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

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY