



Job Opening

Job Posting: 8/9/2021

Application Deadline: 30 days or
until position is filled

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

LOCATION: Buffalo, NY

BASIC FUNCTION: Provide secretarial administrative support for WNY Regional Director; assist the regional office and subsidiary staff with daily administrative tasks as necessary; and perform back-up receptionist role, as needed.

WORK PERFORMED:

- **General secretarial duties:** 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 and schedule meetings, travel as necessary; organize and submit expense reports for VP of Policy & Capital Projects & Sr. Counsel, Strategic Initiatives, VP of Policy & Planning, and other regional office staff, as needed.
- Provide backup assistance to Executive Assistant for Regional Director and Deputy Director, as needed.
- Assist with planning and executing of Regional Economic Development Council meetings and other Regional Office events, as needed.
- 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 scanning of documentation/saving electronic files in respective project folders to assist with maintaining organized electronic files.
- Draft 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.
- Coordinate vacation schedules with the department support staff and ensures adequate coverage at all time.
- Coordinate and schedule department staff meetings to ensure that departments meet on a monthly basis, as requested by management.
- Check all invoices for accuracy and valid signatures prior to department head's approvals, as assigned.
- Maintain department supplies as necessary.
- 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: 5+ years of administrative/secretarial experience within a corporate office environment.

Knowledge Required: Excellent communication skills - both written and verbal; Excellent typing skills (60+ wpm); Knowledge of MS Office: with excellent Microsoft Word skills required, plus Excel and 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

Ruth Parris – HRIS Specialist & HR Manager - 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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