

Job Opening

Job Posting: 1/9/19

Application Deadline: 2/9/19

JOB TITLE: Executive Assistant

LOCATION: NYC

DEPARTMENT: Life Sciences

BASIC FUNCTION:

To provide administrative support to the SVP and Department Staff to facilitate the efficient and effective operation of the department. To support the operations of the department as required.

WORK PERFORMED:

- Screen and manage all phone calls and messages, including direction to appropriate parties, prioritization, and the immediate handling of time-sensitive calls.
- Handle all scheduling matters, confirm meetings and conference calls, reserve meeting rooms, provide for building security clearance, resolve scheduling conflicts, monitor schedule changes, provide meeting reminders and updates, and ensure all necessary materials are available prior to meeting.
- Maintain SVP's calendar in connection to appointments, meetings, conference calls and trainings.
- Provide discreet handling of sensitive and confidential information.
- Enter all staff time off in ADP online portal and track departmental vacation coverage.
- Make travel arrangements, including securing all required approvals, and ensure that all travel documents are in order and available when needed.
- Prepare expense reports for SVP in a timely manner, ensuring all required supporting documentation is included.
- Prepare draft memoranda, correspondence, reports, worksheets, etc. using Microsoft Office software products.
- Receive, review and submit payment authorization forms, business meal authorization expense reports, pre-travel requests, mileage forms, tax exemption forms, petty cash, purchase requests, and shipping receipts.
- Review, sort and categorize all incoming mail (internal or external). Re-route mail as needed.
- Maintain assignment log and send reminders to meet project assignment deadlines.
- Create, organize and maintain the filing system for records, correspondence and other related materials. Review files periodically and screen for materials that can be disposed of according to file/document retention guidelines and materials that can be stored centrally.
- Handle document preparation, spreadsheets, and coordination; Prepare SVP presentations, as needed.
- Complete special projects as required. Such projects may include drafting board materials and other documents, conducting research, planning events, etc.

EDUCATION & REQUIREMENTS:

Education Level: High school diploma required; degree in Secretarial Science, Business Administration or related area preferred.

Equivalent Experience Required: 5+ years' experience supporting senior executives.

Knowledge Required:

Strong written and oral communication skills are required.

Must be detail oriented and highly organized with strong follow up skills.

Must have ability to handle multiple changing priorities and effectively anticipate needs of management.

Must be able to manage work proactively and efficiently.

Must be diplomatic, tenacious, and effective.

Must be able to take charge of complex scheduling and travel arrangements.

Proficiency with Outlook, Excel, PowerPoint and Word required, as well as with PeopleSoft, CRM tools, and any other software programs that may be utilized.

Excellent presentation preparation skills.

Must be able to work well collaboratively and independently.

APPROXIMATE HIRING SALARY: Starting at \$53,000 (w/ comprehensive benefits package)

INQUIRE

Ruth Parris, Sr. HRIS Specialist & HR Manager, Human Resources Department

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