



Job Opening

Job Posting: Nov. 22, 2016

Application Deadline: Dec. 22, 2016

JOB TITLE: Executive Assistant
DEPARTMENT: Public Affairs

LOCATION: NYC

BASIC FUNCTION:

Assist the Department Head with day-to-day administrative support and the general operations of the Public Affairs Department.

WORK PERFORMED:

- Interaction between Public Affairs department and members of the press.
- Exercising extreme discretion and professional mannerism when dealing with members of the press.
- Processing correspondence between Public Affairs department and ESDC Department Heads and Managers.
- Organizing and disseminating ESDC related news articles and on-going media stories on a twice daily basis.
- Assist with proofing press releases.
- Familiarity with ESDC projects.
- Administrative duties, i.e.: issuing department memorandum, broadcast messages, general filing, call screening, appointment scheduling for EVP, Public Affairs & Strategic Initiatives, coordinating travel arrangements, preparing and reconciling trip memoranda and expense reports and facilitating the general needs of the department.

EDUCATION & REQUIREMENTS:

Education Level required: College Degree

Relevant experience required: 3+ years experience in an administrative/secretarial position within a corporate environment.

Knowledge required: Knowledge of Windows, Microsoft Word, MIS-DOS. Must have extreme proficiency in writing and speaking English. Familiarity of state-related projects preferred.

APPROXIMATE HIRING SALARY: Up to \$50,000

INQUIRE

Ruth Parris, HRIS Specialist & Sr. HR Coordinator - Human Resources Dept., ESD Corporation

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

AN EQUAL OPPORTUNITY EMPLOYER