

Job Opening

**Job Posting:** 11/12/2019

**Application Period: 30 Days or Until  
Position is Filled**

**JOB TITLE:** Executive Assistant

**LOCATION:** NYC

**DEPARTMENT:** Life Sciences

**BASIC FUNCTION:** Provide administrative support to the SVP and Department Staff to facilitate the efficient and effective operation of the department and enhance operations of the department as needed.

**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.
- 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.
- 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.
- Handle document preparation, spreadsheets, and coordination for SVP presentations as needed.
- Complete special projects as required.

**EDUCATION & REQUIREMENTS:**

**Education Level Required:** Associate Degree. Extensive direct experience can substitute for degree requirement.

**Equivalent Experience:** Five years of administrative experience supporting executive management.

**Skills 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, efficiently and effectively, and with tenacity. Take charge of complex scheduling and travel arrangements. Highly proficient with Outlook, Excel, PowerPoint and Word, as well as with PeopleSoft, CRM tools. Excellent presentation preparation skills. Must be able to work well collaboratively and independently and must be energetic, with a pleasant demeanor and good sense of humor.

**APPROXIMATE HIRING SALARY:** \$50,000 - \$53,000 (w/ comprehensive benefits package)

**INQUIRE**

Maria Gately, Sr. HR Manager, Human Resources

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

**External Candidates: SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)**

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