

## Job Opening

**Job Posting:** 8/18/2021

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

**JOB TITLE:** Executive Assistant

**LOCATION:** NYC

**DEPARTMENT:** Small Business & Technology Dev.

**BASIC FUNCTION:** Provide administrative support to the EVP 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 EVP'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 EVP 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.
- 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 EVP presentations as needed.
- Checks all invoices for accuracy and valid signatures prior to EVP/department head's approvals.
- Receive, review and submit payment authorization forms; handle SFS responsibilities for team.
- Assists Program Directors with payment requisitions, tracking and monitoring, contract preparation, and other operational tasks.
- Coordinate Department marketing and outreach events to promote programs. Work directly with Executive Vice President on speaking events, marketing and publicity. Ensure marketing collateral is distributed through various external stakeholders. Represent agency at events.
- Complete special projects and other duties 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:** Up to \$60,000

**INQUIRE**

Ruth Parris – Sr. HRIS Specialist & HR Manager - Human Resources Dept.

**External Candidates:** *Send resume to [resumes@esd.ny.gov](mailto: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**