

Job Opening

Job Posting: Jan. 28, 2019

Application Deadline: Feb. 28, 2019

JOB TITLE: Executive Secretary

LOCATION: Albany, NY

DEPARTMENT: Strategic Business Development

Basic Function: Provide secretarial administrative support for the Senior Vice President, Strategic Business Development (SBD) and staff. Act as liaison between administrative/official, professional and support staff, ensure that information is adequately communicated in order to assist staff with the daily operational function of the office.

Work Performed:

General secretarial duties: Type correspondence on the PC; set up filing system; make travel arrangements; prepare trip memorandum in advance for approval; submit expense reports to payroll; set up meetings and schedule appointments; answer telephones; xeroxing; open mail and respond to general needs of the Corporation as requested.

- Answer telephones in a professional and courteous manner, take accurate phone messages, respond to general inquiries, and where necessary direct caller to the appropriate department or individual for further assistance.
- Maintain Strategic Business Development (SBD) calendar, make travel arrangements and reservations, prepare itineraries for out of town travel and prepare expense reports in SFS and PeopleSoft system.
- Assemble and coordinate materials for meetings and conferences making sure information is conveyed to our SBD staff and Regional Directors and their staff.
- Maintain an efficient filing system. Organize and maintain records and information.
- Maintain purchase records and reconcile bank statement for SBD procurement card.
- Assist with special projects and reports within SBD and Empire State Development, establishing excel spreadsheets for various projects, as required.
- Assist in compiling data for bi-weekly and other periodic reports.
- Assist SBD staff with input of Project Information Worksheets (PIW) in Microsoft Dynamics.
- Obtain raw information from multiple sources to be interpreted and analyzed into a clear concise written format.
- Coordinate daily flow of documents through office.
- Check all invoices for accuracy and valid signatures prior to department head's approval, as assigned.
- Coordinate vacation schedule for the department staff and ensure adequate coverage at all time.
- Maintain department supplies as necessary.
- Assist other support staff in the department or elsewhere in the Corporation, as required.

EDUCATION & REQUIREMENTS:

Education Level required: Associate Degree in Secretarial Studies or related is preferred.

Relevant Experience required: 5+ years of Administrative experience in a corporate office environment.

Knowledge Required: Excellent communication skills – written and verbal; Excellent typing skills (70+ wpm).

Knowledge of Microsoft Office Suite (*Word, Excel, PowerPoint, etc.*). Excellent follow-up skills. Able to handle own correspondence when directed.

APPROXIMATE HIRING SALARY: starting at \$50,000 (w/ comprehensive benefits package)

INQUIRE

Ruth Parris, Sr. HRIS Specialist & HR Manager

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.