



Job Opening

Job Posting: 5/11/2021

**Application Deadline: 30 days or until
position is filled**

JOB TITLE: Executive Assistant & Office Manager
DEPT: WNY Regional Office

LOCATION: Buffalo

BASIC FUNCTION: To assist the WNY Regional Director with the administration of policies, general business, and regional office operations.

WORK PERFORMED:

- Manage the daily activities of the Regional Director. Oversee schedule and assist with meeting notes/follow up; screen phone messages and correspondence; make travel reservations and submit expense reports; and coordinate the preparation of reports, project and budget updates, excel spreadsheets, agendas, presentations and other documents as needed.
- Provide assistance to Regional Director in handling time records for regional office staff, coordinate annual review process, and send documentation to ESD for processing (e.g. overtime arrangements, requisitions, new hires, etc.).
- Manage purchasing of office equipment and supplies office staff and serve as office contact with IT services, overseeing equipment needs and technical issues, and ensuring functionality of A/V equipment.
- Provide Administrative Support to the WNY Regional Economic Development Council including scheduling meetings with the council members; take notes and produce full Council meeting summary for public distribution; manage logistics of Council meetings including reserving meeting locations and submitting appropriate approval and payment requests; and overseeing annual process of completing Ethics forms from council members.
- Assist Regional Director and project managers with project development including drafting of Incentive Proposals and Excelsior Term Sheets; generating project numbers in Microsoft Dynamics and updating projects accordingly as the project advances; and soliciting Weekly Bullets updates for the President and CEO from project managers on a weekly basis.
- Provide administrative support to Deputy Regional Director, as requested. Assist other regional office staff when needed including submitting timely and accurate travel vouchers and other travel documents via PeopleSoft, as needed.
- Maintain Petty Cash records and submit payment authorization forms for reimbursement.
- Serve as office point of contact with building management on lease/office issues (HVAC and building functionality, staff parking, building upgrades, etc.) and oversee process of regular invoicing and payments (rent, utilities, phone bills, consultant payments, etc.).
- Provide front desk assistance as needed for office meeting scheduling and logistics, directing visitors to the office, answering of office general phone line, and receiving/sending office mail.
- Liaise with other state agencies and other departments within ESD/Department of Economic Development including HR, procurement services, Loans and Grants, and ESD Leadership staff. Oversee compliance with completion of COVID Wellness Screenings for staff and visitors to the office. Coordinate with Administrative Assistant and Departmental Coordinator on schedules and ensuring coverage of office administration needs, including providing backup support for receptionist desk as the need arises.

Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree preferred.

Relevant experience required: 6-8 years administrative experience.

Knowledge required: Strong multi-tasking abilities, highly efficient and good judgement/discretion. Knowledge of ESD/WNY Region policies and procedures. Good communication skills and computer knowledge and skills.

APPROXIMATE HIRING SALARY: \$54,000-56,000 (w/ comprehensive benefits package)

INQUIRE

Ruth Parris – HR Manager - Human Resources Dept.

External Candidates: Send resume to 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

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