



Job Opening

Job Posting: 01/30/20

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

JOB TITLE: Office Manager
DEPT: USA Niagara Development Corporation

LOCATION: Niagara Falls, NY

BASIC FUNCTION:

Provide support to the President and Sr. level staff in a wide-range of office functions and assist in internal and external project duties and communications.

WORK PERFORMED:

- Manage various aspects of project development, including the creation of reports, memorandum, databases and USA Niagara board documents and briefings.
- Review, process and track payments for office and project expenditures, inclusive of contractor/consultant invoices.
- Create and maintain multiple project tracking and budgetary Excel spreadsheets.
- USAN facilities liaison with building, vendors and management.
- Manage Niagara Falls office petty cash and prepare information for disbursement.
- Handle all incoming calls and route accordingly.
- Review and distribute incoming mail, draft outgoing correspondence and keep copies for file.
- Manage all aspects of travel, including hotels, flights, cars, itinerary, and on the ground arrangements.
- Reconcile and prepare all travel related expense reports.
- Maintain calendar of Niagara Falls office boardroom and assist in scheduling and arranging meetings and activities of the President.
- Maintain office supplies as necessary.
- Coordinate all functions necessary to scheduling and holding meetings of the USA Niagara Board.
- Maintain all paper and electronic project files including logging RFP submissions.
- Provide administrative/clerical support to President and USAN staff.
- Assist and contribute, as necessary and as directed by the President, in administrative activities, initiatives, and events related to the operations of the USA Niagara parent corporation, Empire State Development.

EDUCATION & REQUIREMENTS:

Education Level required: High School diploma with 5+ years of progressive administrative or office management experience required. Associates Degree preferred.

Knowledge required: MS Office, excellent oral and written communication skills.

Excellent organizational and follow up skills with strong ability to multi-task.

APPROXIMATE HIRING SALARY: \$51,000-\$56,000, commensurate with experience (w/ comprehensive benefits package)

INQUIRE

Maria Gately – Sr. 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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