



Job Opening

Job Posting: 03/27/2018

Application Deadline: 04/27/2018

JOB TITLE: Sr. Professional Services Assistant
DEPARTMENT: Administrative Services

LOCATION: NYC

BASIC FUNCTION:

Perform daily office tasks and mail room functions, providing customer service supporting ESD staff. Participate in the handling of impromptu needs, pre-schedule office support equipment maintenance and escalate facilities issues to building management and vendors. Follow up with vendors as necessary. Play an active role in the Administrative Services Team.

WORK PERFORMED:

- Perform projects as assigned by the Professional Services Manager and Vice President of Administration
- Assist in preparing of procurement packets
- Assists the Professional Services Manager procuring items and services, conduct internet searches for contract bids and coordinate office moves
- Monitor inventory, fulfill request and distribute office supplies
- Enter authorized visitors into the Kastle system, distribute building passes and provide reports
- Assist in setup and breakdown of offices (including moving furniture and equipment)
- Coordinate distribution of mail, stamps and messenger services
- Seek solutions to problems, follow up and resolve issues as part of the administrative services team
- Identify and attempt to resolve first line issues with multi-functional printers and other office equipment

EDUCATION & REQUIREMENTS:

Education Level required: High school or equivalency diploma

Relevant experience required: 5+ years' experience in office services, mailroom protocols and procedures

Knowledge required: Some technical knowledge of office equipment and troubleshooting

APPROXIMATE HIRING SALARY: \$49,700

INQUIRE

Shawn Bryant, HR Manager

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

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

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