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**SupplyRI Program Assistant**

The Rhode Island Commerce Corporation seeks an experienced professional to assume the role of SupplyRI Program Assistant. The incumbent’s principal responsibility is to provide programmatic and administrative support to the Supply RI program.

**Responsibilities**

* Ensuring data integrity and appropriate follow up within the SupplyRI Neoserra database
* Coordinating SupplyRI events with the cross functional elements of the Commerce team
* Assisting with event planning and associated follow up surveys related to SupplyRI initiatives
* Participating in other special projects as requested
* Facilitate and coordinate the activities of Supply RI by ensuring smooth flow of documentation and information to staff and stakeholders. This includes assisting in the coordination of special events that serve to meet programmatic goals and objectives.
* Management meetings take approximately two and half hours per day and include supporting the administration in organizing meetings and taking detailed minutes. The role involves preparation of relevant documents to ensure productive and informative meetings, with appropriate follow up with stakeholders. 2.5hrs/day

**Qualifications**

* Highly proficient in excel with strong data mining and research ability
* Knowledge of the Neoserra database platform
* Ability to manage customer requests and rout them to the appropriate cross-functional teams

Resumes will be accepted until posting closes; Friday, September 14th @ 4:00 p.m. Please submit a cover letter along with a professional resume via email to:

**Rhode Island Commerce Corporation**

**315 Iron Horse Way – Suite 101**

**Providence, RI 02908**

[job.opportunities@commerceri.com](mailto:job.opportunities@commerceri.com)

**The RI Commerce Corporation is an Equal Opportunity Employer**