

## **Administrative Assistant**

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### **Statement of Duties**

The Administrative Assistant provides highly responsible and professional administrative services to the executive team within the Commerce Corporation. Primary focus will be with Investments, Human Resources and Marketing. Additional administrative assistance will be required on an as-needed basis to other Commerce departments.

### **Position Functions**

*The essential functions and duties listed below are intended only as illustration of the various types of work that may be performed. The specific omission of specific statements of duties does not preclude them from the position if work is similar, related, or a logical assignment to the position.*

### **Essential Functions**

- Perform various administrative duties to include scheduling and coordination of internal and external, large and small-scale meetings and conference calls; prepare and maintain procedural reports and documents specific to divisional needs; prepare internal travel reports and expenses for various department heads and staff; filing and maintenance of office records and reports, both electronically and hardcopy; receive visitors; and assist with special projects and tasks as requested.
- Comfortable communicating with external high-level business and community leaders and state and local government officials, as well as with colleagues within the Commerce Corporation, the Executive Office of Commerce and partners both internally and externally.
- Provide administrative support as a backup for the Executive Assistant at the Executive Office of Commerce.
- Participate in switchboard coverage when needed and as requested.

### **Key Competencies**

- Dependable, trustworthy, flexible, and detail-oriented
- Ability to multi-task, prioritize, organize, and manage time effectively
- Strong interpersonal and written communication skills
- Ability to adapt to various demands/situation
- Highly resourceful team player, yet able to work effectively independently
- Takes initiative to find solutions and complete assignments

**Preferred Qualifications**

- Professional/Technical degree; seven (7) to ten (10) years of experience in an advanced administrative support role; excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Adobe Acrobat and Outlook.
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**To be considered for this position, please apply at:**

<https://secure.yourpayrollhr.com/ta/co8056.careers?ShowJob=553807559>