

## **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 the President's Office, Human Resources, Marketing, and Operations. Additional administrative assistance will be required on an as- need 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; assist with monthly Board and subcommittee meetings.
- 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 weekly administrative support as a backup for the Executive Assistant to the President at the Commerce Corporation, and if needed at the Executive Office of Commerce.
- Participate in switchboard coverage when needed and as requested.

### **Key Competencies**

- Dependable, confidential, 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**

- Four-year college degree with experience in an advanced administrative support role with a proven track record of customer centricity; excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Adobe Acrobat and Outlook; experience in IT-related modes of communication, mediums, software, and equipment.

*Rhode Island Commerce Corporation is an at-will employer; no employment contracts exist.*

*The Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided on the basis of qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.*

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To be considered for this position, please apply at:

<https://secure.yourpayrollhr.com/ta/co8056.careers?ShowJob=671622528>