

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

<b>Title:</b>	<b>Executive Assistant – Strategic Initiatives Division</b>
<b>Salary:</b>	<b>\$38,251 - \$48,000</b>
<b>Bureau/Division:</b>	<b>Bureau of Asset Management / Division of Strategic Initiatives</b>
<b>Period:</b>	<b>May 10, 2016 – Until Filled</b>

**JOB DESCRIPTION**

The Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolios of the New York City Retirement Systems (Systems). This \$160 billion portfolio is managed primarily by external investment managers and is largely invested in publicly traded securities. In addition, approximately \$10 billion of city agency funds are invested internally.

The Division of Strategic Initiatives is charged with developing and executing a formal strategic plan designed to improve the functionality of BAM. Reporting directly to the Executive Director of Strategic Initiatives, the Executive Assistant's responsibilities will include, but are not limited to:

- Assisting in the management, coordination and prioritization of the activities of the Executive Director including scheduling and planning meetings;
- Researching, prioritizing and following-up on incoming issues and concerns addressed to the Executive Director, including those of a sensitive or confidential nature. Determining appropriate course or action, referral or response.
- Creating effective written materials and presentations related to the activities of Strategic Initiatives and BAM and preparing and/or proofreading and editing correspondence, reports and presentations;
- Assisting in the strategic initiative within BAM to create documented process maps and control assessments;
- Coordinating the submission of the unit's weekly timesheets, reimbursement forms and travel requests. Answering phones, filing and retrieving documents;
- Conducting special projects and other related assignments as requested by the Executive Director.

---

**MINIMUM QUALIFICATION REQUIREMENTS**

1. Bachelor's degree from an accredited college or university and one (1) or more years of related experience in a financial services institution, policy/research organization, business organization or in a governmental setting; preferably with an exposure to asset management operation areas and portfolios across various asset classes; **or**
2. Education and/or experience equivalent to "1" above.

---

**PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS**

- Proficiency in Microsoft Office Suite (Word, Excel and PowerPoint);
- Demonstrated writing skills;
- Experience with mapping tools such as Visio and project management tools such as Microsoft Project;
- Exceptional time management skills with attention to detail and ability to prioritize;
- Ability to work independently when given clear objectives.

---

**TO APPLY, GO TO: Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)**

**Certain residency requirements may apply.** We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

<b>POSTING DATE:</b> May 10, 2016	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/016/081
--------------------------------------	------------------------------------	----------------------------

**The NYC Comptroller's Office is an Equal Opportunity Employer**