

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Administrative Assistant
Salary:	\$45,000 - \$55,000
Bureau/Division:	Bureau of Administration
Period:	November 29, 2018 - Until Filled

JOB DESCRIPTION

The Bureau of Administration manages the Comptroller's Office operating and capital budgets, as well as procurement and payment responsibilities, facilities management, support services, and the full breadth of its human resource functions including payroll and time management. The Administrative Assistant will be responsible for performing administrative and support functions for the Deputy Comptroller for Administration and the Director of Human Resources and Labor Relations.

Candidate must be capable of exercising independent judgment and maintaining confidentiality related to matters requiring handling of sensitive information. This position requires exceptional administrative skills and is ideal for a self-starter who can work both independently and in collaboration with others.

The duties and responsibilities of the position include, but are not limited to, the following:

- Performs daily administrative/secretarial tasks, including managing Outlook calendars, scheduling meetings, preparing agendas, prioritizing appointments, answering phone calls, responding to inquiries, taking accurate messages and/or directing calls to appropriate personnel;
- Acts as front desk receptionist and greets visitors in a professional and poised manner; screens and directs visitors to the appropriate personnel or location within the office and notifies the appropriate parties of their arrival;
- Compiles and maintains files of HR records and data, including personnel files; checks records for accuracy of information and for conformity with established policy and procedures;
- Tracks and responds to correspondence, drafts and/or edits internal and external memos, and bureau-wide announcements; prepares reports, compiles spreadsheets and maintains statistics for all ongoing Bureau projects;
- Manages and requisitions office supplies; receives, sorts and distributes mail and correspondence;
- Provides additional administrative support to the HR team and performs other related duties as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college; **or**
 2. An associate degree from an accredited college and two (2) or more years of professional experience handling administrative functions in a large or a complex setting; **or**
 3. Four-year high school diploma or its educational equivalent and three (3) or more years of professional experience as described in "2" above; **or**
 4. A satisfactory combination of education and/or experience mentioned in "1", "2" or "3" above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Previous experience regularly handling and maintaining confidential data is expected;
 - Experience in assisting senior executives in a large public or private organization;
 - Excellent time management and organization skills and the ability to handle multiple projects simultaneously;
 - Outstanding verbal and written communication skills and expertise in Microsoft Office Suite applications (MS Word, PowerPoint, Excel and Access).
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TO APPLY, GO TO: Employment Opportunities at 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.

POSTING DATE: November 29, 2018	POST UNTIL: Until Filled	JVN: 015/019/044
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The NYC Comptroller's Office is an Equal Opportunity Employer