

MAYOR'S OFFICE OF CONTRACT SERVICES

EXECUTIVE ASSISTANT/PROJECT COORDINATOR

JOB NUMBER: 14730

ORGANIZATIONAL PROFILE: The [Mayor's Office of Contract Services](#) (MOCS) supports the procurement activities of City agencies; maintains a comprehensive contract information system known as VENDEX; provides online access to public contract information through its Public Access Center; directs the City's procurement reform, streamlining and new technology efforts; fosters contacts with the vendor community; and administers public hearings for contracts, real property, franchises and concessions, and in rem property foreclosure releases. The Director is the City Chief Procurement Officer.

JOB DESCRIPTION: Under the direction of the Director, with latitude for the exercise of independent judgment, the principal duties and responsibilities of the Executive Assistant/Project Coordinator are as follows:

- Completes a broad variety of administrative tasks for the Director including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential, handle incoming and outgoing phone calls and arrange conference calls;
- Plans, coordinates and ensures the Director's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the Director's time and office;
- Communicates directly, and on behalf of the Director, with senior staff, external stakeholders, and others, on matters related to Director's programmatic initiatives;
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Director, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response;
- Provides a bridge for smooth communication between the Director's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff;
- Works closely and effectively with the Director to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the Director updated;
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the Director's ability to effectively lead the Office;
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures;
- Participates as an adjunct member of the Executive Team including assisting in scheduling meetings and attending all meetings;

- Assists in coordinating the agenda of senior management team meetings and off-sites, and all staff meetings.
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SKILLS AND QUALIFICATIONS:

- Bachelor's degree and four years of experience in administration, project management, research, analysis or communications;
- Positive attitude with excellent interpersonal skills;
- Excellent organization and communication skills;
- Must be able to multi-task with strict attention to detail;
- Ability to work independently and in collaboration with other units and team members;
- Strong PC skills, including Microsoft Office Suite: Outlook, PowerPoint, Word and Excel.

SALARY: Commensurate with experience

TO APPLY: Please submit a resume, cover letter and (3) references to [Candidate Application](#)

New York City Residency is Required Within 90 Days of Appointment
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