

FULL TIME POSITION:

Executive Assistant

Division of Economic and Financial Opportunity

Agency Description:

The New York City Department of Small Business Services (SBS) is a dynamic, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

Job Description:

The Division of Economic and Financial Opportunity (the Division) is committed to encouraging a competitive and diverse New York City business environment by promoting the growth and success of small businesses, with special emphasis on historically underserved groups, and ensuring their meaningful participation in the government procurement process. The Division oversees the day-to-day operations of the City's Minority- and Women-owned Business Enterprise (M/WBE) Program.

The Division is seeking an Executive Assistant to support the Deputy Commissioner and Division business units. In this capacity, the Executive Assistant will:

- Manage calendar and phone/e-mail correspondence for the Deputy Commissioner
- Maintain departmental contact lists, organization charts and e-mail distribution lists
- Provide clerical support, maintain files, help coordinate communication internally and externally
- Assist Division staff with day-to-day duties which includes scheduling, answering phones, and compiling prep material for meetings and events
- Handle travel arrangements and registration for the Deputy Commissioner for conferences and seminars
- Assist with special events and projects
- Arrange logistics and details associated with meetings
- Assist with updating and managing databases, producing mailings via post and digital
- Handle customer inquiries and serve as concierge, directing requests to appropriate business units and staff within the Agency
- Work on special projects as assigned

In addition, the Executive Assistant will provide specific support to the Division's Certification Unit. One of the Division's goals is to increase and retain the number of certified M/WBE companies. Under general supervision of the Director of Certification and in collaboration with Certification Unit staff, the Executive Assistant will provide the following:

- Conduct preliminary review of applications submitted to ensure that they are complete before assignment to certification analysts for review
- Following up with applicants to encourage/guide them in completing their submissions
- Process paper and electronic applications, and related documentation, by entering and tracking submissions into database
- Work on special certification projects as needed.

PREFERRED SKILLS:

- Excellent organizational and time management skills
- Excellent verbal and written communication skills
- Demonstrated ability to remain calm under pressure in a fast-paced environment
- Detailed oriented and organized
- Discretion and excellent judgment
- Proactive approach and positive attitude
- Ability to handle multiple projects simultaneously and prioritize assignments
- Excellent MS Word, Excel, PowerPoint and Outlook skills

QUALIFICATION REQUIREMENTS:

1. A master's degree from an accredited college with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science; or
2. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience in one or more of the following:
 - a. business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or
 - b. analysis of business records and documents to determine eligibility of businesses for programs and services; or
 - c. economic, market or site research and analysis for business and neighborhood development; or
 - d. facilitation and promotion of the film industry through the processing of various permits, marketing techniques and incentive programs

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line:
Executive Assistant/DEFO to: careers@sbs.nyc.gov

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 185918

All Other Applicants: Go to www.nyc.gov/careers search for Job ID: 185918

Salary range for this position is: \$50,000-\$55,000

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment

If you do not have access to email, mail your cover letter & resume to:
NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038

The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.