

Nevada Governor's Office of
ECONOMIC DEVELOPMENT

JOB ANNOUNCEMENT

Administrative Specialist

SUMMARY DESCRIPTION:

The Governor's Office of Economic Development is seeking an experienced Administrative Specialist for our Las Vegas location. The Administrative Specialist will be responsible for managing public meetings, agency reporting requirements and contract administration. Position reports to Business Development division representative.

Core Functions & Responsibilities

1. End-to-end contract administration for agency approved incentive recipients;
2. Organize and maintain documents in paper and electronic filing systems;
3. Lead contract coordinator with representatives from the Nevada Department of Taxation, applicable Regional Development Authority and the business client;
4. Monitor contractual compliance, and prepare agency-required reporting;
5. Manage agency and Executive Director reporting requirements, which includes, but not limited to, notifying individuals of reporting requirements, tracking/monitoring progress and ensuring final submissions are accurate and delivered on time; and
6. Provide business development and general agency administrative support as requested.

Knowledge/Skills/Abilities

1. Must be able to communicate clearly and effectively, oral and written;
2. Excellent organizational skills;
3. Proven experience managing multiple projects simultaneously and autonomously;
4. Strong attention to detail and quality work product; and
5. Microsoft® Office proficient and computer literate.

Education and/or Experience

1. Five (5) years administrative experience in a professional business environment required;
2. Bachelor's degree in Business Administration or related field, with an understanding of business transactional law preferred; and
3. Previous contract or advanced level administrative experience.

NEVADA GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT
Job Announcement – Administrative Specialist (*Continued*)

SALARY, JOB LOCATION, CLASSIFICATION & BENEFITS:

- Salary: \$52,513
- Full-Time, Non-Classified, Las Vegas
- Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary. The State of Nevada has an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are available.
- To apply: Please forward resumes to the Nevada Governor's Office of Economic Development, Attention: Michelle Schierholt, 808 West Nye Lane, Carson City, Nevada 89703, or via e-mail at mschierholt@diversifynevada.com
- **Only email applications will be accepted**

November 2015