

## **RECRUITING ANNOUNCEMENT**

### **Administrative Assistant**

Location: Las Vegas, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced and motivated Administrative Assistant for our Las Vegas location.

#### **Core Functions & Responsibilities:**

- Provide advanced level support to several business development managers and programs;
- Organize and arrange travel, including the completion of related forms;
- Organize meetings in compliance with Nevada Open Meeting Law;
- Take, transcribe and summarize minutes;
- Screen incoming communication, maintain records and files, compose and edit correspondence; and provide clerical accounting support;
- Provide back-up support to the Emerging Small Business Program;
- Answer phones and provide reception area coverage;
- Order and maintain supplies, track inventory;
- Perform other support functions as required.

#### **Knowledge/Skills/Abilities:**

- Knowledge of Microsoft Office products;
- Ability to work independently and with a team and maintain positive working relationships;
- Excellent written and oral communication skills;
- Attention to detail and accuracy.

#### **Education and/or Experience:**

- Minimum of 2 years of relevant experience or education;
- BA/BS degree highly desirable.

NEVADA GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT  
Administrative Assistant - Recruiting Announcement (*Continued*)

**Salary and Benefits:**

\$42,324 annually. This position will be full-time, non-classified and non-exempt.

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.

**Location:**

Las Vegas, Nevada

**To Apply:**

Please forward resume via email to Michelle Sibley at: [msibley@diversifynevada.com](mailto:msibley@diversifynevada.com), or by mail at:

Nevada Governor's Office of Economic Development  
Attn: Michelle Sibley  
808 W. Nye Lane  
Carson City, NV 89703

**Application Deadline:**

Resumes will be accepted until recruitment needs are satisfied.