

RECRUITING ANNOUNCEMENT

Executive Assistant & Business Development Specialist

Location: Las Vegas, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced Executive Assistant and Business Development Specialist to join our fast-paced, collaborative team.

The Executive Assistant and Business Development Specialist is responsible for providing administrative and technical support, as well as client and contract management. This position reports directly to the Executive Director and the Director of Business Development, and will involve regular interaction with senior executives, government officials and staff.

Core Functions & Responsibilities:

- Manage applications and contracts with business development clients;
- Coordinate GOED Board Meetings and additional meetings;
- Serve as Executive Assistant to the Executive Director;
- Maintain excellent relationships with clients and partners, keeping track of notable information and coordinating information for pre-meeting and pre-trip briefing sessions;
- Manage and schedule appointments, presentations and travel;
- Maintain confidential files and honor the integrity of all information; and
- Special projects and other duties as assigned.

Knowledge/Skills/Abilities:

- Excellent customer service and interpersonal skills to deal effectively with all contacts;
- Ability to interact professionally through verbal and written communication with high level private sector executives, government officials and executive staff;
- Ability to create correspondence, presentations, forms, reports, etc. in rough and final form ensuring accuracy of work from the stand point of grammar, composition, form, and content; and
- Demonstrated competency with Microsoft Word, Excel and PowerPoint.

Education and/or Experience:

- Minimum of five years of executive assistant or equivalent experience;
- Business transaction experience preferred;
- College degree preferred.

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Salary and Benefits:

Approximately \$52,000 - \$58,000 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 email resumes to mschierholt@diversifynevada.com

Nevada Governor's Office of Economic Development
Attn: Michelle Schierholt
808 West Nye Lane
Carson City, NV 89703

No phone calls, please.

Application Deadline:

Resumes will be accepted until recruitment needs are satisfied.