

## **RECRUITING ANNOUNCEMENT**

### **Executive Assistant**

Location: Las Vegas, NV

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

This position reports directly to the Executive Director and will involve regular interaction with senior executives, government officials and staff.

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

- Serve as Executive Assistant to the Executive Director
- Assist with GOED Board Meetings and other meetings
- 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
- Assist with 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., ensuring accuracy of work from the stand point of grammar, composition, form and content
- Demonstrated competency with Microsoft Word, Excel and PowerPoint

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

- Minimum of five years of executive assistant or equivalent experience
- College degree preferred

**Salary and Benefits**

\$63,349 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 send resumes 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 West Nye Lane  
Carson City, NV 89703

**Application Deadline**

Resumes will be accepted until recruitment needs are satisfied.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.