

## **RECRUITING ANNOUNCEMENT**

### **Operations Coordinator – Nevada Film Office**

Location: Las Vegas, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced and motivated Operations Coordinator for our Film Office in Las Vegas, NV.

#### Core Functions & Responsibilities:

- Provide advanced level support to the Director and other Film Office staff;
- 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, and compose and edit correspondence;
- Answer phones and provide reception area coverage;
- Provide clerical accounting support, including the completion of purchase orders, obtain invoice approvals for processing, and receive payments and complete bank deposits;
- 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**  
**Operations Coordinator - 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 email resume to [msibley@diversifynevada.com](mailto:msibley@diversifynevada.com)

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

No phone calls, please.

Application Deadline:

Resumes will be accepted until recruitment needs are satisfied.