Governor's Office of Economic Development

Administrative Assistant

The Governor's Office of Economic Development is seeking an Administrative Assistant to work in coordination with staff in our Southern Office.

The Administrative Assistant will provide advanced level administrative support to the agency by:

- Providing high level administrative and managerial support to business executives which requires professional conduct;
- Ability to coordinate project work in a timely manner including individual and agency meeting planning;
- Organizing travel, meetings and calendar coordination for agency;
- Screening incoming communication for the agency and monitoring deadlines;
- Ensuring adherence to agency and office policies and procedures; ability to interpret and policy and procedure;
- Liaison with external entities;
- Ability to analyze problematic situations, seeking relevant data; diagnosing information in order to solve problems; generalizing alternative solutions to find the best solution;
- Coordinating communications between agency staff and program clientele;
- Researching information from internal and external sources;
- Expert knowledge of Microsoft, specifically, Excel and Word;
- Ability to handle confidential and sensitive information with discretion;
- Other duties as may be required by the organization.

This position requires excellent written and oral communication skills. BA/BS degree required. Must have current or previous experience supporting executive level staff.

This is a full time/non-classified/non-exempt position. The salary range for the Administrative Assistant is $38,000 - $40,000 annually. 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. Please note: Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of 4 hours per month starting July 1, 2013 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

The position will be located in Southern Nevada.

Resumes will be accepted until the recruitment needs are satisfied.

To Apply: Please forward resumes to the Governor's Office of Economic Development, Attn: Wendy Pope, 555 E. Washington Avenue, Suite 5400, Las Vegas, Nevada 89101 or via email at wpope@diversifynevada.com. **Please no phone calls.**