

RECRUITING ANNOUNCEMENT

Administrative Assistant

Location: Carson City, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced Administrative Assistant to perform a broad variety of administrative support duties for the Community Development Block Grant (CDBG) and other programs.

Core Functions & Responsibilities:

- Receive and sort grant applications, obtain current annual participation statements, and set up files for new grantees
- Assist with processing draw requests
- Create spreadsheets, log quarterly reports, and maintain files
- Research and organize information for programs/projects, and coordinate workflow
- Maintain calendar, and plan meetings/workshops/conferences
- Prepare meeting minutes
- Track budget and spending
- Make travel arrangements, including travel request and travel claim forms
- Create and track purchase orders
- Maintain inventory of office supplies and equipment; send, receive, and sort mail
- Other duties as assigned

Knowledge/Skills/Abilities/Experience:

- Knowledge and experience using Microsoft Office products
- Ability to work independently and with a team
- Excellent written and oral communication skills
- Able to maintain confidentiality
- Attention to detail, positive attitude, and strong customer service skills
- Minimum of 2 years of relevant experience
- Valid driver's license

Salary and Benefits:

\$43,513 annually. This position will be full-time, non-classified and 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 also available.

Location:

Carson City, Nevada

To Apply:

Interested applicants must email or mail a cover letter and resume to:

Michelle Sibley, Director of Human Resources, Diversity and Inclusion
Nevada Governor's Office of Economic Development
808 W. Nye Lane
Carson City, NV 89703
msibley@goed.nv.gov

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.