

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 clerical, secretarial, and administrative support duties.

This role at GOED requires management of day-to-day tasks to keep the agency well organized and running smoothly. Assignments require problem solving and performance of specialized duties within the framework of agency policies, procedures, requirements, and applicable regulations. Administrative Assistants are a jack of all trades and a direct reflection of an organization. They are the first to greet someone at the door, first to answer the telephone, and are often the first contact for questions.

Core Functions & Responsibilities

- Provide reception area coverage, including routing phone calls, answering the door, and sorting mail;
- Create and route purchase order request forms, make P-Card purchases and track orders;
- Coordinate and make travel arrangements, produce travel request forms, and reimbursement claims ensuring documents are prepared correctly; review documents prepared by others for compliance with agency policies and procedures;
- Order office supplies and maintain the office supply inventory;
- Prepare for meetings, print and organize correspondence, assist with video conferencing equipment;
- Maintain accurate inventory of assets for the agency;
- Compose documents and materials in support of programs, departments and agency operations;
- Provide backup to fiscal staff, if needed;
- Plan and organize special events, projects, site visits and other duties as assigned.

Demonstrated Knowledge/Skills/Abilities

- Positive attitude, excellent customer service skills, attention to detail and accuracy a must;
- Flexible and able to multitask while managing competing deadlines and priorities;
- Excellent written and oral communication skills;
- Strong working knowledge of Microsoft Office products; especially Excel;
- Experience and understanding of basic accounting principles.



Education and/or Experience

- Graduation from high school or equivalent education and three years of progressively responsible relevant work experience.

Salary and Benefits

\$55,000 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; 12 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are also available.

Location

This position will be based in Carson City, Nevada.

To Apply

Please send cover letter and resume to Michelle Sibley at msibley@goed.nv.gov

Nevada Governor's Office of Economic Development
Attn: Michelle Sibley
808 W. 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.