

FULL TIME POSITION:

Executive Assistant

Agency Description:

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

Job Description:

The Executive Office is seeking an Executive Assistant to support the Commissioner and Executive Office. In this capacity, the Executive Assistant will:

- Manage calendar and phone/e-mail correspondence for Commissioner
- Maintain departmental contact lists, organization charts and e-mail distribution lists
- Provide clerical support, maintain files, help coordinate communication internally and externally
- Assist Executive Office staff with day-to-day duties which includes scheduling, answering phones, and compiling prep material for meetings and events.
- Handle travel arrangements and registration for the Commissioner for conferences and seminars.
- Assist in special events and projects.
- Arrange logistics and details associated with public meetings including setting up AV equipment
- Assist with updating and managing databases, producing mailings via post and digital

Preferred Skills:

- Bachelor's Degree
- Excellent organizational and time management skills
- Excellent verbal and written communication skills
- Demonstrated ability to remain calm under pressure in a fast-paced environment
- Detailed oriented and organized
- Discretion and excellent judgment
- Proactive approach and positive attitude
- Ability to handle multiple projects simultaneously and prioritize assignments
- Excellent MS Word, Excel, PowerPoint and Outlook skills

Qualifications:

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
 2. Education and/or experience which is equivalent to "1" above.
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How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: **Executive Assistant** to: careers@sbs.nyc.gov



ALSO:

- **For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and apply for this position by entering Job ID: 115161
- **For Current City Employees:** Visit [Employee Self-Service \(ESS\)](#) to view and apply for available positions. Click on Recruiting Activities > Careers, and search for the specific Job ID: 115161

Salary to commensurate with experience.

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment

If you do not have access to email, mail your cover letter & resume to:
NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038