

## **FULL TIME POSITION:**

### **EXECUTIVE ASSISTANT, WATERFRONT PERMITS FINANCIAL MANAGEMENT AND ADMINISTRATION**

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#### **Agency Description:**

The New York City Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

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**Job Description:** Within SBS Financial Management and Administration Division, the Waterfront Permits Unit regulates construction permits related to improvements and construction of marine structures and waterfront properties under its jurisdiction.

The Executive Assistant would support the Executive Director of Waterfront Permits Unit with the day to day operations. Responsibilities would include:

- Assist the Executive Director with answering phones, and maintain call logs
- Maintain contact lists, organization charts and e-mail distribution lists
- Schedule and set up internal and external meetings, and compile preparatory materials and meeting minutes
- Receive enquiries, research records, and handle Frequently Asked Questions (FAQs)
- Manage, scan, and file correspondence addressed to the Executive Director and the Unit
- Assist the Executive Director in writing and auditing correspondence, reports, and procedure manuals
- Assist the Unit with the preparation of Request for Proposals (RFPs) and the procurement processes
- Coordinate communications for the Unit. Prepare reports and or power point presentations as necessary.
- Process procurement for stationery and supplies, and purchase requests for the Unit
- Provide clerical support, maintain files, help coordinate communication internally and externally
- Maintain Unit library, catalogue periodicals and keep the regulatory publications updated regularly
- Anticipating needs from the team and identifying opportunities to streamline office flow
- Work on research and or special projects as assigned

#### **Preferred Skills:**

- Excellent organizational and time management skills
- Excellent verbal and written communication skills
- Demonstrated ability to remain calm under pressure in a fast-paced environment
- Discretion and excellent judgment
- Proactive approach and positive attitude
- Excellent MS Word, Excel, PowerPoint and Outlook skills
- Ability to scan and manage electronic filing a plus
- Data analyses and reporting experience a plus
- Experience with managing City's RFP and procurement processes a plus

#### **Qualification Requirements:**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described 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 Waterfront Permits to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)**

**Internal candidates:** please email your resume and cover letter including the following subject line: **Executive Assistant Waterfront Permits to: [HRHELP2@sbs.nyc.gov](mailto:HRHELP2@sbs.nyc.gov)**

#### **ALSO:**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job ID: **373151**

**The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**



careers  
businesses  
neighborhoods

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search for Job ID: **373151**

**Salary: 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