

Governor's Office of Economic Development



Administrative Assistant

The Governor's Office of Economic Development, Procurement Outreach Program (POP) 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 POP by:

- Providing high level administrative and managerial support to POP which requires professional conduct;
- Ability to coordinate project work in a timely manner;
- Organizing travel, meetings and calendar coordination;
- Screening incoming communication;
- Provide customer service with politeness, respect and understanding;
- Ensuring adherence to policies and procedures;
- Performing secretarial duties in support of POP such as:
 - Maintaining records and files;
 - Data Entry.
- Coordinating communications between POP Program Manager, staff and program clientele;
- Researching information from internal and external sources;
- Proficient knowledge of Microsoft, specifically, Excel, Word and Outlook;
- Work Independently and with a team, following POP Program Management direction;
- Initiative to seek out additional tasks and responsibilities daily from POP Program Management;
- Attention to detail and accuracy;
- Adaptability and stress tolerance with a positive attitude;
- Maintain positive working relationships with colleagues in Governor's Office of Economic Development.

These positions are full time/Non-Classified positions. The salary range for the Administrative Assistant is \$35,000 - \$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, 2011 through June 30, 2013. 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: Kristen Anderson, 808 West Nye Lane, Carson City, Nevada 89703 or via email at kjanderson@diversifynevada.com. **Please no phone calls.**