



New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

Civil Service Title: Secretary to Executive Director of Retirement System

Salary: \$63,650- TBD (Annual)

Title Code: 12803

Division: Executive

Job Description:

The New York City Employees' Retirement System (NYCERS) seeks an experienced, reliable and detailed-oriented Executive Secretary. The Executive Secretary will report to the Executive Director, work with the executive team, and be responsible for performing high-level administrative duties, including managing the Portal for the Board of Trustees.

The Executive Secretary will manage business related tasks, such as creating reports, organizing travel accommodations, taking minutes and other organizational tasks. Candidates should have a detailed understanding of the full Microsoft Office suite.

The ideal candidate is highly self-motivated, professional, and capable of managing their workload and prioritizing tasks in a fast-paced corporate environment.

Executive Secretary Responsibilities:

- Answering phones, routing calls to the correct person or taking messages and greeting visitors.
- Managing the Executive Director's email and calendar.
- Managing the Board of Trustee Portal, and supporting activities, such as agenda preparation, uploading documents, scheduling stenographer, and all other activities, as directed by the Executive Director.
- Preparing letters, memos, and other documents.
- Filing and retrieving corporate records, documents, and reports.
- Assisting in the preparation of documents for review and presentation to the Board of Trustees, committees and executives.
- Helping prepare for meetings and accurately recording minutes from meetings and independently following up on actions as needed.
- Using Microsoft Office Suite (word processing, spreadsheets, and presentation software) to assist executives in preparing meeting and presentation materials.
- Making travel arrangements for executives.
- Ordering supplies and reconciling purchases.
- Opening, analyzing, sorting, and distributing incoming faxes, emails, and other correspondence.
- General administrative support.

MINIMUM REQUIREMENTS ARE ATTACHED
NEW YORK CITY RESIDENCY IS REQUIRED

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-19-0076 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID#: 393994

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 393994

DATED: 5/7/2019

POST UNTIL: 5/21/2019

NYCERS POSTING NUMBER:
009-19-0076



Preferred skills:

- Minimum of 4+ years of experience as an Executive Assistant reporting directly to senior management.
- In-depth understanding of entire MS Office Suite, with an ability to become familiar with agency-specific programs.
- High school diploma, bachelor's degree a plus.
- Ability to organize daily workload by priorities and meet deadlines in a fast-paced, quickly changing environment.
- A proactive approach to problem solving with strong decision-making skills.
- Excellent verbal and written communication skills.
- Strong organization, project management and problem-solving skills with impeccable multi-tasking abilities.
- Exceptional interpersonal skills.
- Friendly and professional demeanor.

Minimum Qualification Requirements:

1. Four-year high school diploma or its educational equivalent approved by a State's Department of education or a recognized accrediting organization, or
2. A baccalaureate degree from an accredited college or university.

Note:

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.