



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

Civil Service Title: Community Coordinator

Title Code: 56058

Office Title: Administrative Assistant

Salary: \$55,000- \$70,000 (Annual)

Division: Executive

Job Description:

The New York City Employees' Retirement System (NYCERS) seeks an experienced, reliable, and detailed-oriented Administrative Assistant. Reporting directly to the Executive Assistant, the Administrative Assistant will assist the Executive Assistant in supporting a three-person team, which consists of the Executive Director, Deputy Executive Director, and Chief Operations Officer. The candidate will be responsible for performing high-level administrative duties and will interact with Executives, NYCERS' Board of Trustees, internal staff, NYCERS members, members of the public, and other external stakeholders.

The Administrative Assistant will be responsible for heavy calendar management of multiple, complex calendars, answering and returning phone calls, organizing and maintaining electronic filing system. They will also provide high-level support to the Executive Assistant and to serve as the back-up when needed. Candidates should be very proficient in Microsoft Office suite.

The ideal candidate is highly self-motivated, professional, require minimal supervision and be capable of managing their workload and prioritizing tasks. They are an exceptional communicator, able to provide reliable and accurate support in a fast-paced corporate environment. The ability to ensure discretion, confidentiality, and security of information is necessary.

Other Responsibilities:

- Schedule video conference meetings and assist with presentations when required.
- Coordinate meetings for executives.
- Answer phones, routing calls to the correct person or taking messages.
- Route correspondence to the correct division/unit for response.
- Accurately record minutes during meetings.
- Greet visitors.
- Maintain leave requests and leadership schedules.
- Book conference rooms for other departments as needed.
- Assist with travel arrangements.
- Order supplies and reconcile purchases.
- Assist with special projects.
- General administrative support, filing, mail and faxes.

MINIMUM REQUIREMENTS ARE ATTACHED
NEW YORK CITY RESIDENCY IS REQUIRED

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-22-0111 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID# 536400
ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID# 536400

DATED: 6/24/2022

POST UNTIL: Until Filled

NYCERS POSTING NUMBER: 009-22-0111



Preferred skills:

- Minimum of 4+ years of proven experience as an Executive Administrative Assistant, Senior Executive Assistance, or similar.
- Must have mastery skillsets in the use of Microsoft Office productivity applications including Outlook, Excel, Word, PowerPoint.
- Working knowledge of SharePoint, MS Teams.
- Ability to organize daily workload by priorities and meet deadlines in a fast-paced, quickly changing environment with minimal supervision.
- 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.
- Polished professional demeanor.
- Adaptive learner of agency-specific software applications.
- Bachelor's degree a plus.

Minimum 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; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

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.

Note:

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

Note:

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.