

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to create and deliver high-impact solutions that lead to prosperous lives and communities for all Oklahomans.

Qualified applicants must submit a resume, cover letter and a list of reference sources to Human Resources. Send via email to recruiter@okcommerce.gov

Review of applications will begin immediately. **Deadline is Friday, August 21, 2015.**

POSITION:	Executive Secretary II
DIVISION:	Business Development
SUPERVISOR:	Charles Kimbrough
OFFICE LOCATION:	Oklahoma City
SALARY:	\$30,000 - \$40,000
JOB NUMBER:	J-650

JOB DESCRIPTION & FUNCTIONS:

This position will provide administrative support and confidential assistance to the Director of Business Development and administrative support to the sales team. The incumbent will be responsible for maintaining workflow through the office to ensure timely handling of requests and/or projects to promote consistency and meet division and Agency goals. The successful candidate will route necessary correspondence/requests to the Director of Business Development for review/signature.

RESPONSIBILITIES:

- ◆ Support the Business Development team in administrative functions for scheduling prospect visitation, new company announcements, expansions, groundbreakings, hosting CEOs, community appearances, industry visits and other events, as well as coordinating with community/client schedules. Will work as a direct administrative support to the Business Development Director, and the recruiters, to assist as needed in site location and business retention projects.
- ◆ Serving as the division point of contact for phone messages and ensuring accurate management of internal information systems, examples; e-mail, phone, voicemail, written letters and other communication.
- ◆ Responsible for division report from the existing data base system. Prepare reporting documents and agendas for weekly staff meetings as directed.
- ◆ Provide backup support to the Oklahoma Business Roundtable, Higher Education and the Career Tech Liaison.
- ◆ Assisting in the advanced scheduling of travel and accommodation arrangements. This includes preparing travel claims for the division director, and the recruiting team. Promptness, efficiency and accuracy of travel claims will be an absolute necessity.

- ◆ Monitoring calendars and scheduling meetings for the entire division. Will be responsible for assisting division staff and supporting projects. Will be a part of the phone support system for the division.
- ◆ Working closely with all the other divisions within the Agency to prepare monthly reports on goals and measurements to develop an efficient process. Work with the Budget Liaison and assist as necessary to operate within budget goals.

This position requires teamwork and willingness to assist other employees in the division as well as the Agency.

KNOWLEDGE AND SKILLS:

Knowledge of Microsoft Word, Excel, and PowerPoint is essential. Multi-tasking, flexibility, teamwork and willingness to assist other employees in the division as well as the Agency is vital to this position. In addition, the candidate must have strong customer service skills when working with external economic developers and customers as well as internal cross divisional partnerships. Must also be able to handle confidential work with discretion. Preference will be given to those with state travel claims/process experience.

EDUCATION AND EXPERIENCE:

Requires at least 3 years of related administrative support experience. A degree/certificate in office management, business, administrative support or related area is required. An equivalent combination of experience and education will also be considered.

AA/EEO