

## **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](mailto:recruiter@okcommerce.gov)

Review of applications will begin immediately. **Deadline is Wednesday, June 1<sup>st</sup> 2017.**

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<b>POSITION:</b>	<b>Administrative Assistant</b>
<b>DIVISION:</b>	<b>Business Group</b>
<b>SUPERVISOR:</b>	<b>Charles Kimbrough</b>
<b>JOB LOCATION:</b>	<b>Oklahoma City</b>
<b>SALARY:</b>	<b>\$29,000 - \$36,000</b>
<b>JOB NUMBER:</b>	<b>J-663</b>

### **JOB DESCRIPTION AND FUNCTIONS:**

The Administrative Assistant provides entry level support for programs related to activities, functions, and goals of the entire Business Group in an effort to support in-state recruitment, new investment, new job creation, and retention of existing Oklahoma businesses.

### **RESPONSIBILITIES:**

- Provide administrative assistance to the Business Group. Receive and forward inbound calls to staff members in the business group. Prepare and send email communications.
- Become proficient with Customer Relations Management (CRM) database, data entry, search and document updates, tracking Division measurements and successes, business recruitment and expansion reports, and related monthly and annual reporting of all of the above.
- Support the Business Group team in administrative functions with advance travel documentation, assist with travel arrangements including hotel and airline scheduling, travel claims, rental car and other travel related administrative functions.
- Understanding of state procurement and processing documentation for reimbursement requirements.
- Provide assistance with trade show, event management, and other components of call trip scheduling.
- Assisting *Project Service Managers* and *Project Managers* with prospect visitation, site visits, hosting company execs, and other events, as well as coordinating with community/client schedules.
- Proficient with Outlook, contact management, and calendar scheduling, as well as Microsoft Explorer file management.
- Writing skills with hard copy and electronic communication methods, plus internet researching skills.
- Will work as a direct support and assist Industry Specialist and Rural Development Specialist as needed.
- All other duties as assigned.

**KNOWLEDGE AND SKILLS:**

The successful candidate must have working knowledge of applicable federal and state laws and regulations relating applicable programs. Also, he/she must have working knowledge of accounting principles for financial management, international trade, and project management.

- Must be self-motivated, accountable, detail and goal-oriented, organized and deadline driven.
- Must be proficient or have moderate experience in processing state travel claims, training provided.
- Must have a strong aptitude for Customer Relations Management data base, specifically Microsoft.
- Must be proficient in Microsoft software including Outlook, Word, Excel and PowerPoint. Must also be able to use the internet to complete necessary research and gather related information effectively and efficiently.
- Must be able to work effectively with the general public and private and public sector partners.
- Must maintain confidentiality regarding the work of the Division.
- Ability to handle and prioritize multiple projects concurrently and independently, often under time restrictions.

**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.

**SPECIAL REQUIREMENTS:**

Applicants must possess the ability and willingness to perform job-related functions, which may require multi-tasking and frequently “switching gears”. Preference will be given to those with state travel claims/process experience.

**AA/EEO**