

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking a full-time Executive Secretary II position. This is a full-time unclassified position in state government. Oklahoma Department of Commerce offers a comprehensive [benefits packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit allowance, [\[click here\]](#). The annual salary for this position is up to \$45,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources to Human Resources. [Apply online](#) or send documents via e-mail to recruiter@OKcommerce.gov.

Review of applications will begin immediately. **The deadline to apply is Friday, October 30, 2020**

POSITION:	Executive Secretary II
DIVISION:	Business Development
SUPERVISOR:	Jennifer Springer
OFFICE LOCATION:	Oklahoma City
SALARY:	\$35,000 - \$45,000
JOB NUMBER:	J-716

JOB DESCRIPTION & FUNCTIONS:

Under general direction, this position will provide administrative support and confidential assistance to the Director of Business Development, including other related duties for the division. The incumbent will be responsible for maintaining workflow through the division to ensure timely handling of requests and 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:

- Supports the Business Development Division 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.
- Arranges for special conferences and meetings; effectively maintains supervisor's calendar, advising of commitments; arranges for travel; itinerary, and accommodations; assists with the preparation of travel and expense claims. Promptness, efficiency, and accuracy of travel claims will be an absolute necessity.
- Independently researches, assembles, and summarizes materials, information, and data for the supervisor's consideration and action and takes detailed notes requiring a high degree of accuracy.



- 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.
- Opens, reads, and distributes the mail; composes official correspondence for signature; handles routine correspondence requiring knowledge of agency rules, policies, and procedures; anticipates supervisors' needs by furnishing materials required for meetings and official reply to correspondence. Screens telephone calls; provides information or refers callers to appropriate staff members; answers inquiries that require agency programs and mission knowledge.
- Other duties as assigned.

KNOWLEDGE AND SKILLS:

Knowledge of the procedure and techniques of business communications, including excellent skills in Microsoft Office applications (i.e., Outlook, Word, Excel, PowerPoint), the internet, and other applicable computer applications.

Must have proven experience in maintaining schedules and organizing meetings/projects/events to make the best use of the supervisor's time. Preference will be given to experience working with executive offices.

Requires excellent interpersonal skills in dealing with internal and external customers; possess high initiative; assertiveness; energetic; multi-task oriented; and require little supervision.

Must be skilled in following up; handling confidential work with discretion; exercising judgment; interpreting and applying rules or policy in the disposition of minor administrative problems; and prioritizing visitors and callers' urgency to maximize the supervisor's time.

Multi-tasking, flexibility, teamwork, and willingness to assist other employees in the division and the Agency are vital to this position.

EDUCATION AND EXPERIENCE:

Requires an associate degree/certificate in office management, business, communication, or related area, and four years of professional administrative experience. Or an equivalent combination of experience and education. Preference will be given to those who have experience in scheduling and assisting with complex projects at an executive level.

AA/EOE

