

## **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 Administrative Assistant I 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 options and allowances, [click here](#). The annual salary for this position is up to \$32,000, 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](mailto:recruiter@okcommerce.gov).

Review of applications will begin immediately. **The deadline to apply is Tuesday, October 26, 2021.**

---

**POSITION:** Administrative Assistant I  
**DIVISION:** Operational Logistics  
**JOB LOCATION:** Oklahoma City  
**SALARY:** \$26,000 - \$32,000  
**JOB NUMBER:** J-739

### **POSITION SUMMARY:**

This Administrative Assistant I plays a well-rounded role in supporting the Operations Team, providing superior customer service to the Agency. In addition, this position will perform various technical and administrative support duties related to receiving and inventory; publication retention; copy/print support; warehousing; fleet management support; and various administrative tasks as required.

### **DUTIES AND RESPONSIBILITIES:**

- Receiving consists of receiving, posting, and disbursing all incoming shipments on a daily basis.
- Inventory consists of maintaining a stock level on Agency consumable items using a perpetual inventory with par levels.
- Copy/print support involves small copy requests for Agency personnel; coordinating copy requests between Agency and Central Printing; operating and maintaining copy center equipment; reading and reporting leased copy machine usage; and providing end-of-month data on services performed in this area.
- Warehousing involves maintaining and recording both archives and supplies in a small offsite warehouse area; lifting heavy objects, and using small mechanical warehouse equipment.



- Fleet management duties involve assisting in preventative maintenance schedules, including driving to service facility; coordinating vehicles' cleaning, including driving to the appropriate wash station; and documenting mileage for month-end reports.
- Postage metering involves sorting incoming mail and metering outgoing mail.
- Serves as backup Courier within Oklahoma City metropolitan area as needed.
- Serves as backup for front desk receptionist.
- Cross-trains in most functions of the Operations Team and is responsible for backup relief as necessary.
- Various other support responsibilities as required.

**KNOWLEDGE AND SKILLS:**

This position requires intermediate computer abilities, including strong knowledge of Excel; basic math and writing skills; advanced interpersonal communication skills; and strong customer service skills. In addition, this position will require a valid Oklahoma Driver's License and a Public Safety Driver's Record report.

**PHYSICAL REQUIREMENTS:**

Heavy lifting (up to 55 pounds) is required on a regular basis. Frequent repetitive heavy lifting is required for both receiving and warehousing duties. In addition, long periods of standing are required for in-house duties, and as a courier, walking long distances will be required.

**EDUCATION AND EXPERIENCE:**

A high school diploma or equivalent is required, and at least one year of technical clerical work in inventory, receiving, or customer service field is required or a combination of education and experience.

**AA/EOE**

