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 to fill a full-time Administrative Assistant II position. This position is a full-time position in state government. Oklahoma Department of Commerce offers a comprehensive Benefits Package, 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 email to recruiter@OKcommerce.gov.

Review of applications will begin immediately. The deadline to apply is Friday, July 29, 2022.

POSITION: Administrative Assistant II
DIVISION: Business Development
OFFICE LOCATION: Oklahoma City
SALARY: $40,000 - $45,000
JOB NUMBER: J-753B

JOB DESCRIPTION & FUNCTIONS:
Under general direction, this position will provide administrative support and confidential assistance to the Director of Business Development and Business Development Division, including related duties for the team. 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 various staff 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.
- Support and coordinate events for sector-specific recruiting.
- Arranges for special conferences and meetings; effectively maintains the division 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 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, for example, email, 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 staff needs by furnishing materials required for meetings and official replies 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 staff time.

Requires excellent interpersonal skills in dealing with internal and external customers; possesses high initiative; assertiveness; energetic; multi-task oriented; and requires 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; prioritizing visitors and callers' urgency to maximize staff 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 a high school diploma/GED and four years of professional administrative experience. Or an equivalent combination of experience and education. Preference will be given to those who have experience scheduling and assisting with complex projects.

**AA/EOE**