

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 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 \$46,000 based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources.

[Apply Online](#)

Review of applications will begin immediately. **The deadline to apply is September 12, 2023.**

POSITION:	Administrative Assistant II
DIVISION:	Business Development, Aerospace and Defense
SUPERVISOR:	Hopper Smith
JOB LOCATION:	Oklahoma City
SALARY:	\$41,000 - \$46,000
JOB NUMBER:	J-804

JOB BACKGROUND AND DESCRIPTION:

Aerospace Commerce Economic Services (ACES) is an initiative in the state of Oklahoma under the Oklahoma Department of Commerce (ODOC) which is charged with creating a partnership of service providers to effectively respond to the needs of the aerospace and defense industry in the areas of education/training, research and economic development in Oklahoma.

The Administrative Assistant II is an entry-level administrative support position for the ACES team of 6 that provide/facilitate new business recruiting and existing business expansion; project coordination and program management; trade mission and trade show participation; education and workforce development; supply chain management and security; and general marketing support for Oklahoma businesses within the aerospace and defense market sector.

RESPONSIBILITIES:

The Administrative Assistant's responsibilities will include administrative support related to the Business Development Division, aerospace and defense section, ACES team for the ODOC.



Qualified candidates must possess enthusiasm and flexibility and be willing to assume complex assignments. The desired candidate must be extremely detailed-oriented and have excellent interpersonal skills and tact. Occasional travel may be required.

- Provide administrative support for ACES team business recruiting efforts to include travel budget requests, trade show logistical preparation, coordination with inter-agency partners, and trade show contact follow-up.
- Calendar maintenance for the ACES team
 - ACES leave requests/approvals
 - Payroll deadlines
 - Schedule meetings/appointments upon request
- Responsible for travel arrangements for the ACES team
 - Preparation of the advance travel requests
 - Securing hotel, flight, state vehicle, rental car, and other local transportation
 - Preparation of the travel expense claim forms
- Responsible for securing meeting rooms using Outlook for division and team meetings and outside meetings (upon request)
 - Ensure the meeting room is prepared before the meeting, including phone set-up for teleconferencing, AV, cables for laptop connection
 - Arrange Catering
 - Send meeting invites at least 30 days prior with the meeting location
- Support the ACES team in scheduling prospect visitation, new company announcements, expansions, groundbreakings, hosting CEOs, community appearances, industry visits, and other events and coordinating with community/client schedules.
- Coordinate shows/events:
 - Shipping
 - Create/Update PowerPoints for partner meetings
 - Track the RSVP list
 - Schedule partner meetings
 - Assist/Plan local events
 - Schedule fleet vehicles for the ACES team
 - Assist with contact follow-up
- Provide administrative support to facilitate contact data entry and periodic through ODOC's Customer Relations Management program. Assist with the publication of the ACES Annual Report to the Oklahoma Legislature which involves information provided through ODOC's CRM program.
- Provide administrative support to ACES team with ODOC Marketing division to ensure all marketing media are current and relevant. Assist with ACES social media presence and outreach platforms, including the ACES Advocate newsletter, Facebook, LinkedIn, and Twitter. Also track and order marketing materials.
- Assists in developing and implementing new processes and procedures to enhance the workflow of the division and Agency.
- Performs other duties as required and assigned.

KNOWLEDGE AND SKILLS:

This position requires technical computer abilities with Microsoft Word, Excel, PowerPoint, and Outlook. The ability to become proficient in ODOC's CRM program. Solid writing and English grammar skills and oral communication skills.

Valued Skills and Experience:

- The ability to work on a team that is highly motivated, accountable, detail-oriented, and results-driven
- Skill or willingness to learn business etiquette, international business protocols, organizational skills for project management, and timely reporting
- Excellent customer service skills, both remotely and in person, with public-sector and private-sector stakeholders
- Must maintain confidentiality regarding the work of ODOC and ACES confidential projects.

PHYSICAL REQUIREMENTS:

Bending, pulling, and heavy lifting (up to 25 pounds) are required as needed.

EDUCATION AND EXPERIENCE:

High School diploma or equivalent is required. College degree is preferred but not required. Military experience in related disciplines is a plus. Relevant administrative assistance experience is preferred but not required.

AA/EOE