

## Job Description

**Job Title** Administrative Assistant

**Job ID** 98459

**Location** Manhattan - Downtown

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### Job Information

JOB TITLE:	Administrative Assistant
SALARY RANGE:	<u>Min.</u> : \$60,364
HAY POINTS:	372
DEPT/DIV:	Department of Diversity & Civil Rights
SUPERVISOR:	Chief Diversity & Inclusion Officer
LOCATION:	2 Broadway, New York, NY 10004
HOURS OF WORK:	9:00 am - 5:30 pm (7 1/2 hours/day)
DEADLINE:	March 18, 2021

### Summary

This position performs diversified administrative duties and support services which may include secretarial functions for the Chief Diversity & Inclusion Officer. This position generally, operates with confidential/sensitive material. Position requires considerable knowledge of the organization; the business needs of their supervisor and preferred methods of operations for the given department.

### Responsibilities

Acts independently or under very limited supervision in performance of duties.

Plans and carries out assigned administrative functions (ie: scheduling, coordination of meetings, record keeping, etc.)

Monitors department budget and may take active role in developing budget.

Composes and types routine letters and memoranda. Monitors and orders supplies for department.

Performs general secretarial duties such as answering inquiries, taking messages, routing correspondence, receptionist duties, screening telephone calls and furnishing information, when possible, to maximize supervisor's time.

Makes all travel arrangements for supervisor, processes all expense reports for meeting and travel.

Uses independent judgment in prioritizing projects, assists in maintaining work priorities in department by follow-ups, status reports and feedback.

Maintains files and keeps track of important department documents.

Proofreads and organizes documents.

Maintains and updates reference materials.

Performs as liaison for supervisor within department by doing project follow-ups, and expediting workflow.

Assists in overall efficient operation of the department by performing numerous clerical duties.

Required to take meeting notes and follows up as appropriate.

Prepares PowerPoint Presentations for Department Head.

Prepares the Department Head for meetings by gathering required materials.

#### **Qualifications**

- Working knowledge and proficiency with Microsoft Office Suite or similar applications, including Outlook, Word, Excel and PowerPoint with ability to maintain basic databases.
- Must possess excellent organizational skills.
- Must possess knowledge of all basic office equipment.
- Strong knowledge of administrative and management policies and procedures.
- Good written and verbal communication skills.
- Strong general secretarial skills.
- Excellent interpersonal skills.
- Ability to work under pressure and prioritize work projects.
- Ability to work effectively with limited supervision.
- Flexibility and understanding when dealing with outside and internal customers.

#### **Education and Experience**

- High School Diploma plus 7 years or more business experience or college degree (for equivalent) plus 3 years or more business experience.

#### **Other Information**

As an employee of MTA Headquarters, you may be required to complete an annual financial disclosure statement with the State of New York, if your position earns more than \$101,379 (this figure is subject to change) per year or if the position is designated as a policy maker.

#### **How To Apply**

Qualified applicants can submit an online application by clicking on the 'APPLY NOW' button from either the CAREERS page or from the JOB DESCRIPTION page.

If you have previously applied on line for other positions, enter your User Name and Password. If it is your first registration, click on the CLICK HERE TO REGISTER hyperlink and enter a User Name and Password; then click on the REGISTER button.

#### **Equal Employment Opportunity**

MTA is an Equal Opportunity Employer.

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