

One Cablevision Center
Ferndale, New York 12734
(845) 295-2603
(845) 295-2604 FAX
TTY 711



The County of Sullivan Industrial Development Agency seeks a part-time (20 hours per week) Administrative Assistant. The successful candidate will be meticulous, articulate, and self-motivated. The Administrative Assistant will support Agency staff and leaders in a variety of functions. The Agency's office in Ferndale, New York is open Monday through Friday from 9:00 AM to 5:00 PM. The Administrative Assistant's work hours are flexible within these regular business hours.

Duties:

- Serve as initial phone and walk-in contact person.
- Open and expedite all incoming mail.
- Compile, organize, and send outgoing mail, and file copies as needed.
- Organize and maintain all office files (paper and electronic).
- Maintain and update various Excel spreadsheets and workbooks.
- Contact Agency projects and vendors by phone, fax, and e-mail to obtain needed information.
- Assist with Agency board meeting preparation and follow-up.
- Assist in scheduling meetings for Agency CEO and staff.
- Compile, tabulate, scan, photocopy, and file information and documents in accordance with established procedures.

Required Skills:

- Communication skills to communicate with project representatives, Agency vendors, government agencies and other stakeholders
- Strong organizational skills for accurate record filing
- Computer skills for hardware and software installation, maintenance and troubleshooting
- Manual skills for typing, filing, storage and removal of records
- Time management skills to ensure deadlines are met
- Mathematical skills to maintain and balance accounts, verify invoices, understand and use loan amortization schedules
- Software skills including Microsoft Word, Excel, and Outlook; Adobe Acrobat

Experience:

- Experience in bookkeeping, clerical and/or administrative work strongly preferred

Other Considerations:

- Must have valid driver's license
- Notary Public license preferred
- Working knowledge of Quickbooks and database applications preferred

To Apply:

Submit resume, cover letter, and at least three references via US Mail to County of Sullivan IDA, One Cablevision Center, Ferndale NY 12734; via fax to 845-295-2604; or via e-mail to swhite@sullivanida.com.

Application deadline is 5:00 PM, Wednesday, January 3, 2018.