

# NATIONAL INDUSTRIES FOR THE BLIND

## JOB DESCRIPTION

### Job Identification

- Job Title: Executive Specialist
- Department: New York State Preferred Source Program
- Reports to: Executive Director, NYSPSP
- Location: Albany, New York
- Grade: 16

### Statement of Purpose

Provide high-level administrative support and assistance to the Executive Director and other assigned leadership staff of New York State Preferred Source Program for New Yorkers who are Blind.

### Business Communications

- |                                |       |
|--------------------------------|-------|
| • Employees in Other Divisions | Daily |
| • Supervisory Personnel        | Daily |
| • Affiliated Agency Personnel  | Often |
| • Vendors                      | Often |

### Education

Bachelor's Degree in Business Administration or a related field from an accredited college or university, or equivalent work experience. An equivalent combination of education and experience is also acceptable.

### Training and Specialized Knowledge

Extremely proficient with Microsoft Office Suite including Excel, Outlook, Word, and PowerPoint; the ability to learn new or updated software; experience creating and managing paperless processes and working in a paperless office environment; excellent research, problem solving, and time management skills; strong interpersonal and communication skills as well as the ability to maintain professionalism under pressure.

A valid NYS Notary Public commission is preferred on hire. This role is required to obtain a valid commission within six months of onboarding.

### Core Competencies

- Accountability
- Communication

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- Skills
- Ethics /Integrity
- Customer Care
- Job Knowledge/ Technical Skills
- Process Improvement

### Experience

Three to five years of experience in an executive assistant role required.

### Travel

Minimum

### Specific Duties and Responsibilities

- Provide high-level administrative support and assistance to the Executive Director and other assigned leadership staff.
- Arrange travel and accommodations for the Executive Director and other leadership staff.
- Coordinate and schedule a variety of meetings; coordinate the Executive Director's calendar; attend meetings and take and transcribe minutes when required.
- Event planning and management of various events throughout the year including but not limited to Albany Advocacy Days, The Employee of the Year and Customer of the Year programs, staff summer outing, and staff holiday party. Assist the Board Secretary with quarterly board meeting logistics and related activities, as needed.
- Compose, independently or from note or rough draft, a variety of materials including those of a confidential nature such as inter-office communications, forms, letters, memos, contracts, reports, presentations, and other materials; establish and maintain a variety of office files.
- Serve as the receptionist for the office, greet and direct visitors. Respond timely to requests, complaints, and questions from both internal and external customers, representing NYSPPS by phone and written communication.
- Sort incoming mail and deliver to the appropriate department or individual; log all incoming checks for the accounting department; and process outgoing mail/packages.

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- Perform sales support duties which include mailing collateral, catalogs, and other documents to remote sales staff; and assisting in preparing, copying/scanning, and mailing bid packages.
- Responsible for inventory, order, receipt, and distribution of office supplies and materials.
- Submit approved expenses weekly to NIB for payment, this includes office expenses as well as executive and leadership expense reports. Maintain expense files and report on expenses as requested.
- Submit and track IT tickets on behalf of the office, coordinate onsite resolution with NIB IT or vendor as necessary.
- Manage building access and parking for the office. Coordinate as needed with the building management and parking management companies.
- Serve as the Notary Public for the office, notarizing documents as needed for all departments.
- Special projects as assigned by the Executive Director and/or other leadership staff.
- Identify opportunities to move toward paperless processes within the office; create and manage paperless workflows as instructed by management.
- Create and maintain a Standard Operating Procedure (SOP) desk manual for the Executive Assistant role to be updated at least quarterly. Engage in ongoing educational opportunities to update job knowledge.

This job description does not imply that these are the only duties to be performed. The incumbent in this position will perform such other tasks as may be required for the effective operation of the Division/Department upon receipt by their supervisor.

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**NIB IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**NIB is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, or protected Veteran status.**