



## **Position Description**

**Position Title: Administrative Assistant**

**Report to: Chief Operating Officer**

## **Open until filled**

The Baltimore Development Corporation (BDC) is the economic development agency for the City of Baltimore. Our mission is to grow the city's economy in an inclusive manner by retaining, expanding, and attracting businesses and promoting investment, thereby increasing career opportunities for residents.

BDC is committed to a more equitable economy by supporting minority and women-owned businesses and promoting investment in neighborhoods that have been negatively impacted by institutional racism and/or generational poverty. We develop strategies and facilitate collaboration among our partners to intentionally create an inclusive and equitable economy.

The City of Baltimore Development Corporation (BDC) is seeking a full-time Administrative Assistant to answer a multi-line phone system and provide administrative support involving matters related to business and real estate development projects. At all times, the Administrative Assistant will exhibit professional conduct and behaviors as defined in the personnel manual. Provides administrative support for other functions within the organization such as mail delivery.

Job duties are subject to change as directed by management.

### **1) Typical Tasks:**

Responsible for all general administrative and secretarial support. Specific duties include but are not limited to: write and distribute email, correspondence memos, letters, faxes and forms; assist in the preparation of regularly scheduled reports; develop and maintain a filing system; maintain contact lists.

Handles confidential, sensitive administrative work involving complex procedures and complicated subject matters. May read correspondence and reports and summarize information to facilitate review.

Routes correspondence, information requests, and assignments to staff members; delivers documents to City agencies; follows-up to ensure completion.

Promptly answers the telephone, takes messages, distributes information; opens, date stamps and distributes the mail.

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Follow up with staff members to ensure that requests are completed; prepares mailings; order supplies, obtaining approval before the order is submitted.

Maintains teams' internal electronic filing system, cataloging files and materials as needed. Forward documents and tracks requests for payments to the BDC Accounting Department and other entities as needed.

Coordinates and schedules meetings as needed; prepares materials/ rooms for meetings; may take and transcribe minutes. Manages logistics for BDC team sponsored events.

May provide administrative support to other staff as required.

Responsible for answering a multi-line phone system, take messages and/or transferring calls to staff, scheduling meetings in various conference rooms, ordering food and setting up for different meetings as directed by senior staff and team leaders.

### **2) Communications**

Must be able to communicate in a respectful manner with various people, including staff members, customers, City, State, Federal government entities, and between departments within the company they work for.

### **3) Office Operations**

Maintain and manage office equipment such as telephones, printers, computers, etc. and schedule repairs, routine maintenance, toners, etc. Contact BCIT if there are any network issues for staff or office-wide issues. Create forms, spreadsheets, logs for tracking purposes such as: laptop usage, etc. Setup and disable email accounts and phone services for new and former employees.

Create and maintain electronic records of all documents submitted to other agencies as required. Maintain and update Executed Documents including filing, preservation and knowledge of Psigen database. Human resources - work with Chief Operating Officer with new employees onboarding and orientation and other HR responsibilities. Develop presentations and reports for management, as required. Coordinate and prepare various administrative correspondences as outlined by the Chief Operating Officer.

**Knowledge, Skills and Abilities:** Ability to work as a team player; positive, can do attitude and sense of urgency.

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Excellent written and verbal communication skills; knowledge and usage of excellent English grammar, spelling, vocabulary, and punctuation; knowledge of office practices including office protocol and various filing procedures, knowledge of standard business formats for correspondence, narrative reports, and related materials; expertise in proofreading.

Highly proficient in MS Office in particular MS Excel and MS PowerPoint to generate correspondence, management reports, presentations, proposals, etc.

Ability to master other software packages used by BDC. Strong organizational skills with the ability to multi-task.

**Education and Experience Requirements:** Minimum of high school diploma and three to five years of office support experience in all aspects of administration work, including, scheduling appointments, writing correspondence, and setting up meetings and agendas or an Associate degree from an accredited college or university with a related and equivalent combination of education and experience or an equivalent combination of education and experience.

**Additional requirements:** This is a salaried, benefited, at-will position, and work is performed as required to complete assigned projects, and may require extended hours beyond a conventional workweek.

**Salary and Benefits:** Salary will be commensurate with experience and qualifications. BDC also offers a full package of benefits including paid sick, personal and vacation leave; subsidized medical/dental with Health Savings Account; 403(b) retirement with employer matching; parking/transit subsidy; mobile phone reimbursement; and other benefits.

Salary Range - \$45,000- \$55,000

**Application and selection process:** Candidates should submit a cover letter explaining their interest in the position, qualifications, and a resume as email attachments to Nancy Jordan-Howard at [nhoward@baltimoredevelopment.com](mailto:nhoward@baltimoredevelopment.com). In the subject line of the email indicate "Administrative Assistant."

Candidates can also learn about us by visiting our website at <http://baltimoredevelopment.com/>.

BDC does not and shall not **discriminate** on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.