

## **Executive Assistant to Senior Staff – Ohio Secretary of State’s Office**

### **General Duties:**

The Ohio Secretary of State’s Office is currently seeking a motivated and hard-working individual to serve as an executive assistant. This position works directly with senior team members by managing office calendars, scheduling meetings, answering and responding to phone calls, emails and routine requests, drafts correspondence, researches inquiries, prepares reports, proofs documents and reports for accuracy, greets visitors, provides assistance on special assignments and projects as directed.

### **Requirements:**

- Excellent written and verbal communications skills.
- Solid organizational skills including attention to detail, multitasking and time management.
- At least one year of experience of independently managing special projects and tasks.
- At least one year of experience working with various software applications and Microsoft Office (Office, Teams, Excel, PowerPoint, and Word).

Compensation is \$50,000 or commensurate with experience. Secretary LaRose believes in supporting employee development and growth at the Secretary of State’s Office. The office offers an Employee Development Program, which allows employees to receive tuition reimbursement up to a maximum of \$3,000 per fiscal year and reimbursement for professional development events up to a maximum of \$1,500 per fiscal year.

### **How to Apply:**

Apply online at

[https://dasstateoh.taleo.net/careersection/oh\\_ext/jobdetail.ftl?job=220005M1&tz=GMT-04%3A00&tzname=America%2FNew\\_York](https://dasstateoh.taleo.net/careersection/oh_ext/jobdetail.ftl?job=220005M1&tz=GMT-04%3A00&tzname=America%2FNew_York)