



# Executive Administrative Assistant

**OUR MISSION...** To advise, guide and maximize Georgia's real estate portfolio by applying industry best practices in asset, space and transaction management.

## Job Information

**Job Type:** Full-Time

**Number of Vacancies:** 1

**Hiring Salary:** \$57,000.00 - \$62,000.00

Salary commensurate with experience

**Location:** Atlanta, GA

**Opens:** April 16, 2024

**Closes:** June 16, 2024

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**

To obtain the detailed job description or applicants who require accommodations for the application process should contact,

404-463-5664 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

*SPC will attempt to meet reasonable accommodation requests whenever possible.*

## TO APPLY:

Email **resume** in Microsoft Word/PDF format to: [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

With the following in the subject line of your email: [Executive Admin Assistant](#)



Our goal is to be a diverse workforce that is representative of the citizens we serve. SPC does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. SPC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

## Position Overview

In addition to a competitive salary and career growth opportunities, the State Properties Commission offers a generous benefits package, which includes employee retirement plan (including a 401(k) plan with up to 5% employer matching); 13 paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment insurance, healthcare and childcare flexible spending accounts.

**Job Summary:** Under general supervision of the Deputy Executive Director (DED), the Executive Administrative Assistant provides executive-level administrative support to management which requires exercise of independent judgment and initiative. Provision of administrative support includes but is not limited to assisting internal and external customers; resolving issues; managing office communications; document composition and review; scheduling appointments/meetings; coordinating meetings and agendas; maintaining records and files; preparing research data; making travel arrangements; and managing procurement of office supplies. The Executive Administrative Assistant also performs other job-related duties as assigned.

**Minimum Qualifications:** bachelor's degree in business administration, communications or a related field from an accredited college or university AND three (3) years of office administration or senior secretarial experience, or equivalent combination of experience, education, and training.

**Preferred Qualifications:** Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess the following:

- Experience working in state government.
- Experience with document management systems.
- Experience with real estate documents such as deeds, easements, licenses, leases, etc.

**Competencies:** Strong written, verbal and customer service skills, ability to collect and organize information, ability to plan and prioritize work, ability to initiate, compose and track correspondence and administrative documents, must work as integral member of SPC to support goals and mission with initiative and flexibility, supports co-workers with a positive attitude, proficient in the use of Microsoft Office Suite.

## Essential Functions:

- Must act in a manner that reflects positively on SPC by being professional, courteous, responsive and helpful at all times.
- Organize and coordinate daily activities and efficient function of the office.
- Assist management in organizing and executing routine activities and special projects.
- Carefully analyze problems, questions and issues to identify, evaluate, and implement appropriate resolution.
- Independently establish and monitor deadlines to ensure timeliness of completion of critical tasks, and other issues.

The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, notifications will only be sent to applicants who are selected to interview.

Please visit our website at [www.gspc.ga.gov](http://www.gspc.ga.gov) for additional SPC career opportunities