



Invest Buffalo Niagara Senior Administrator Job Description

Do you love the Buffalo Niagara region? Are you an energetic, organized professional who doesn't mind wearing multiple hats? If so, Invest Buffalo Niagara (InBN) has a full-time position available for a dynamic senior administrator to support our team. The mission of Invest Buffalo Niagara is to attract new businesses to our region. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and able to work independently with little or no supervision. Well organized, flexible and enjoys the administrative challenges of supporting an office of diverse people and connecting with a wide range of executive level business leaders. This is an incredibly unique role connecting with c-level executives across the region on behalf of Invest Buffalo Niagara. We are looking for a total team player with a positive, results-oriented attitude looking to make an impact in our organization - and our community.

This position will provide direct administrative support to the CEO and COO to ensure the smooth operation for a small but driven and dedicated staff. This is an exciting opportunity for an ambitious individual, who is passionate about WNY!

Learn more about the organization at BuffaloNiagara.org and BeInBuffalo.com

What you'll be doing:

Executive Assistant

- Assist in board member relations, including scheduling, document preparation and logistics for board, committee, and staff meetings; take and disseminate meeting minutes.
- Manage investor records and investor relationship and communications process.
- Support the CEO, COO and other staff with appointment setting, calendar management, travel arrangements, and correspondence.
- Process CEO, COO expenses and reimbursement claims.

Finance & HR support

- Manage and maintain investor records and files.
- Assist COO with recruitment of staff including the co-ordination of the process, advertising where appropriate, arranging interviews, etc; and maintenance of personal files & benefit plans.

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- Ad-hoc updates to the employee handbook and associated organizational policies and procedures.
- Manage financial and HR record keeping.
- Manage invoicing, audit preparation and other associated activities.
- Assist the COO with the preparation of the annual budget and review of monthly variances.

Office management

- Support team in coordinating business meetings with meeting room reservations, catering, visitor escorts, room set up etc.
- Interface with facilities/lease holder on relevant items such as security, parking, policies, meetings rooms, technology and other as needed.
- Support data entry in CRM management software.
- Working with support, problem solve any technical challenges with computer systems, email and networks as needed.
- Manage contract and price negotiations with office vendors and service providers.
- Monitor and maintain office supplies inventory.
- Remain updated on technical and professional knowledge by attending educational workshops, joining professional associations, building networks with fellow professionals, and reviewing of industry publications.
- Perform administrative duties as needed

What we're looking for:

- Undergraduate degree (preferably related to business).
- At least two years professional work experience (internships qualify).
- Outstanding communication (both oral and written) and interpersonal skills.
- Strong attention to detail.
- Proactive, self-starter.
- Excellent numeracy and MS Office, Microsoft CRM, or other CRM software, as well as knowledge of technology, systems, and software designed to assist in the computerized management of information, including Sharepoint.
- Experience of supporting a finance department.
- Team player committed to Invest Buffalo Niagara's vision, mission, values and goals.
- Able to work as part of a team in a co-operative and supportive way.
- Ability to build relationships with a wide range of individuals from diverse backgrounds.
- Commitment to excellence and a relentless pursuit of results with an exceptional work ethic, strong organizational skills and a can-do attitude.

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Abilities you'll need to succeed:

- Anticipate and determine staff and c-level needs to ensure greater efficiencies.
- Manage multiple projects on parallel and competing deadlines.
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction.
- Identify and secure confidential, highly sensitive records and written or verbally communicated information, and record such information accurately.
- Retain and recall information to respond to inquiries, and efficiently search files and retrieve data as required.
- Organize, plan, and prioritize own workload and adjust to changes in workload and assignments to meet critical deadlines under pressure.
- Problem solve, compile and analyze data, and use sound judgment.
- Successfully use database, spreadsheet, and web interface and/or internet applications depending on assignment

What we offer you:

- A fun, vibrant, open concept culture that welcomes everyone's talent and creativity with open arms
- A team of professionals who inspire and help each other
- Be part of the fresh and exciting developments as the Buffalo Niagara region continues to grow

How to Apply

Applicants must submit a cover letter and resume to info@buffaloniagara.org with the subject line Senior Administrator.

While we appreciate the interest of all applicants, only those selected for an interview will be contacted. No phone calls please.