

## **Administrative Officer at The Greater Yuma Economic Development in Yuma, AZ**

**Job Posting Id: 5768870 on [azjobconnection.gov](http://azjobconnection.gov)**

### **Full Time**

GYEDC is ready to hire a full-time Administrative Officer to help manage a busy economic development office. Don't know what economic development is? That's ok, no one does, we will teach you! Our mission is to expand economic activity within Yuma County by attracting commerce and industry to the region, and by assisting in developing the region's existing industry to its fullest potential. GYEDC currently operates a small office (partially remote) at the AWC Downtown Center with five team members. We are looking for an Administrative Officer to join our team and support our daily office procedures, as well as our investor relations. Our financial partners assist in business and talent attraction and retention- they are crucial to the success of our mission and vision.

**Role:** This isn't your average office assistant position. A successful Administrative Officer will act as the point of contact for all employees and investors, provide administrative support, and manage queries.

### **Responsibilities:**

- Manage office supplies (ordering, stocking)
- Maintain and update company databases
- Answer queries by employees, investors, and clients
- Maintain a company calendar and schedule appointments
- Distribute and store correspondence (i.e. letters, emails and packages)
- Prepare reports and presentations with statistical data (as assigned)
- Arrange travel and accommodations (i.e. car rentals, flights, hotels)
- Schedule in-house and external events (i.e. Board of Director Meetings, Investor Luncheons)

### **Skills:**

- Strong organization and time-management skills with a problem-solving attitude
- Excellent communication skills (Written and Verbal)
- Knowledge of office procedures
- Experience with office management software (MS Word, PowerPoint, and Excel)
- Willingness to learn about new databases and software applications
- Attention to detail
- Ability to maintain confidentiality (sign an NDA)
- Operating copy equipment, fax machines, printers or other equipment necessary
- Ability to multitask

### **Qualifications/Requirements:**

- Previous work experience in administrative role
- High school diploma or GED
- Professional certification in office management is a plus.
- Bilingual a plus, plus!

### **Compensation/Benefits:**

- Salary: \$40,000 – \$48,000 annually (based on experience)
- Positive work environment
- Chance to learn about a new field

**How to Apply:**

Email resume to Amber Shek at [ashek@greateryuma.org](mailto:ashek@greateryuma.org)

***Include position of interest in subject line.***

**\*\*Employer may not consider you if methods other than those listed are used.**