



The Rhode Island Public Transit Authority (RIPTA) is recruiting *internally and externally* for the position of **Administrative Assistant – Executive Office**. *This is a non-represented full-time position.*

Position Title: Administrative Assistant – Executive Office

Reposting Period: May 16, 2024 through June 7, 2024

Original Posting Period: February 9, 2024 through February 23, 2024
Previous Applicants Need Not Reapply-Applicant Information Is On File

Salary: \$50,915.70 to \$63,644.62 Annum (Pay Grade 913)
Salary to Commensurate Based on Experience

Reports To: Executive Paralegal

Union Affiliation: Non-Represented

Description of Work:

RIPTA is seeking a highly skilled Administrative Assistant to assist the staff in the Executive Office by performing a variety of administrative duties and responsibilities directly related to the primary function of RIPTA’s Executive Office. General support activities include, but are not limited to, providing high-level administrative/clerical/technical support to key personnel within the department.

Essential Duties and Responsibilities:

- Establishes, maintains, and updates all files for the Executive Office;
- Ability to communicate effectively by preparing both oral and written reports, correspondence and memoranda;
- Ability to establish and maintain effective working relationships with superiors, associates, and other individuals and groups as required;
- Performs all general office duties such as typing correspondence, forms, and reports; internet research and data reporting, answering telephones; processing mail; copying; and faxing;
- Provides a variety of administrative office support and coordination for travel arrangements as needed for the CEO and RIPTA Staff;
- Assists with maintaining databases for various purposes including, but not limited to liability claims, workers compensation claims, employee safety records and insurance policies;
- Answer departmental telephone calls responding to commonly asked questions, routing calls to appropriate individuals as needed, and taking and distributing messages;
- Coordinates the distribution and prioritization of all Departmental mail; opening, date stamping, sorting, and distributing. Prepares outgoing mail;
- Develops and maintains an Executive Correspondence Tracking program for the Executive Office, assuring necessary follow-up in order to meet deadlines;
- Maintains the CEO’s calendar coordinating meetings and meeting reminders, and prepare relevant materials assuring materials are organized and ready prior to meeting time;
- Maintains office supply inventory; requisitioning new supplies as needed;
- Assists in all aspects of departmental projects and performs all other general office duties.
- Provides back-up administrative/clerical support to other departments as directed;
- Performs other related duties as assigned.

The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.

Qualification Requirements and Selection Process:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;
- Must possess excellent, clear, and concise verbal and written communications skills;
- Must possess outstanding computer skills with demonstrated proficiency in Microsoft Office Products;
- Excellent customer service skills including the ability to deal with situations that require a high level of confidentiality and tact are essential;
- Must be able to interact in a positive manner with both internal and external customers. Customer group will vary depending upon the situation, but may include high-level governmental officials, board members, riding customers, as well as all other constituent groups;
- Must be able to work flexible hours including evenings and/or weekends when necessary;
- Must have the ability to prioritize and manage multiple projects at a time.
- Ability to work independently under minimal supervision;
- Interested applicants should submit their cover letter, resume and/or RIPTA employment application to the Human Resources Department by due date;
- May be required to pass an oral interview and/or written test;
- Applicant will be required to pass a nationwide full criminal background check to be conducted by RIPTA;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;
- Applicant must provide RIPTA copies of any licensure and/or certifications required to perform job duties prior to appointment;
- Applicant must provide RIPTA a copy of degree and/or transcripts from accredited educational institution;
- Applicants claiming Military status should submit a copy of the DD-214 form.

Education:

An Associate's degree required. Supplemental education through an accredited technical school with course certifications or documented equivalent work experience.

Experience:

A minimum of five (5) years' related experience attained in an executive office setting required. Previous experience in a supervisory/office management role is preferred.

OR: any combination of education and experience that shall be substantially equivalent to the above education and experience. Consideration will be given to any combination of qualification requirements.

Interested applicants should submit their cover letter, resume and RIPTA employment application to the Human Resources Department at 705 Elmwood Avenue, Providence, RI 02907 or via email jobs@ripta.com no later than Friday, June 7, 2024. RIPTA employment application is located on www.ripta.com/careers. Telephone calls will not be accepted regarding application status.

RIPTA is an Equal Opportunity Employer: It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.