



Executive Assistant
City of Austin Employees' Retirement System
Austin, Texas
Apply by email - recruiting@coaers.org

The City of Austin Employees' Retirement System (COAERS) is currently seeking candidates for the full-time position of Executive Assistant. Reporting to the Executive Director, this position provides primary administrative support to the Executive Director and meeting and travel support to the Board of Trustees. Creates, assembles, reviews, and distributes Board and Committee meeting materials, calendars, agendas, and minutes. Operates audio/visual and virtual meeting equipment for public meetings. Maintains Board records, contracts, reports, correspondence, educational records, and ethics compliance documentation. Coordinates travel arrangements and reimbursements for Trustees and staff. Prepares correspondence, coordinates calendars and meetings, assembles information, and handles day-to-day communication for the Executive Director.

Salary

The starting salary range will be between \$70,000 and \$80,000 annually with the actual salary corresponding to the experience level and other credentials of the candidate.

Benefits

An excellent benefits package is available, including immediate participation in the City of Austin Employees' Retirement System. Employer subsidized comprehensive medical insurance is also available immediately. Dental, vision, and other benefits are available. Paid on-the-job training provided.

Vacation/Sick Leave

Paid sick and vacation leave immediately accrue at 4 hours per pay period.

Work Location

This position requires onsite work at 4700 Mueller Boulevard in Austin Texas Monday through Friday 8AM to 5PM. Paid onsite parking is provided.

Minimum Skill/Ability/Knowledge

Standard office practices and procedures; proofreading, and word processing. Effective working relationships with co-workers, Board members, and the public. Effective communication skills. Knowledge of open meetings law; open records law; and the rules of parliamentary procedure (e.g. Robert's Rules of Order). Effective at coordinating travel and lodging arrangements and reimbursements.

Minimum Experience and Education

Bachelor's degree plus two years of experience that provides the required knowledge, skills, and abilities; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

How to Apply

Those who are interested should submit a resume and cover letter by email to recruiting@coaers.org. The subject line should read Executive Assistant - [First Name Last Name].

The recruitment will remain open until the position is filled. COAERS does not discriminate in employment opportunities or practices on the basis of any characteristic protected by federal law.