

# STL PARTNERSHIP

## Administrative Assistant

### **THE ORGANIZATION**

Our mission is to accelerate business creation, global connectivity and equitable employment opportunities in St. Louis City and County.

The St. Louis Economic Development Partnership aligns regional efforts in business development, business finance, entrepreneurial support and international trade services.

The St. Louis Economic Development Partnership (SLEDP) provides a broad range of services to boost innovation and entrepreneurship, to support business retention and expansion, to enhance the region's global relevance, and to revitalize communities.

The Partnership is a key facilitator of initiatives to encourage equitable economic prosperity and resiliency throughout St. Louis City and County.

### **Accredited Economic Development Organization**



St. Louis City/County Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.

### **THE POSITION**

Responsible for performing professional level administrative and miscellaneous work within the Business Development and Finance divisions. Responsibilities include (but are not limited to): providing administrative support to a professional team, reviewing confidential information, research and data assembly, database interface and maintenance, report analysis and interpretation of policies, procedures, fiscal information, and statistical data to management. Sporadic interaction with businesses and the public related to reporting and invoices, to assist with marketing, presentations, and public relations projects as needed.

### **JOB FUNCTIONS**

- Provides administrative support to the Business Development and Finance Vice Presidents, as well as the CEO, as needed. Assists with scheduling meetings, appointments and event planning, prepares materials for reports. Opens, sorts and routes mail. Coordinates calendars and schedules, completes travel requests (including travel arrangements and mileage), and maintains business and telephone contacts. Prepares and handles expense reports, monthly mileage documents, and other miscellaneous activities.
- Assists with budget preparation, complex budgetary and expenditure plans, and processing of budget variations. Processes purchase orders, invoices, accounts payables, and receivables. Maintains accounting, budget, and inventory records and ledgers.

- Assists with the completion of budget reports for divisional accounting. Also prepares accounting summaries, creates budget adjustments as necessary, and codes and processes client invoices.
- Develops and maintains electronic databases (e.g., Salesforce) for divisions.
- Manages the Business Development and Finance email inbox.
- Resolves problems and recommends procedural improvements to expedite divisional workflow.
- Represents Business Development and Finance, as well as the Partnership. This includes attending various functions and events to assist with registration, manage pre and post meeting set up/take down, assist with coordination and staffing of committee meetings, and preparing summaries of those meetings.
- Researches, orders, and helps in the preparation and packaging of maps and other proposal materials used in Business Development and Finance.
- Assists in the preparation and implementation of marketing and presentation materials.
- Arranges meetings and conferences, composes correspondence and manages conference room schedule(s).
- Prior to board meetings, ensure loan packets are distributed to various board members for review and/or approval.
- Assists with event planning. Implements the plan: secures location, orders catering and oversees setup arrangements.
- Routes contracts for the Business Development and Finance departments.
- Develops complex filing systems, maintains files on various subjects, including personnel and other confidential matters.
- Orders supplies and equipment. Stocks and dispenses office supplies.
- Performs various other duties and functions as required or assigned within area of expertise or scope of the position.

**Professional qualifications for this position include:**

**Education:** High school diploma (or GED).

**Experience:**

- Additional training in office management, office systems, word processing, CRM software, and spreadsheet computer software is a plus.
- Minimum of 3 years work related experience with progressive responsibility **or** equivalent combination of work experience and education.

**Knowledge of:**

- Modern administrative and clerical procedures and systems such as word processing systems, filing and records management systems, spreadsheets and other office procedures, equipment, and terminology.
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Business research and report writing.

**Ability to:**

- Communicate strongly and effectively with managers, co-workers, business persons, and the public, both orally and in writing.
- Establish and maintain effective working relationships with co-workers and the general public.
- Manage multiple tasks and to work independently and without supervision within tight deadlines.
- Think and act independently and to problem-solve creatively within a range of established guidelines.
- Perform and accomplish requirements of the job using appropriate general office equipment (i.e., fax machine, copy machine, calculator, and multi-function telephone, etc.).
- Use basic computer word processing and spreadsheet/database management applications (i.e. Microsoft Word, Excel, PowerPoint applications). Use and set up equipment needed for presentations (i.e., projector, laptop computer, television).
- Present self in a professional manner and appearance.
- Comprehend and make inferences from written materials.
- Understand, interpret, explain, and apply relevant policies, procedures, and regulations.
- Attention to details, calculate numerical formulas, verify accuracy of amounts and calculations.
- Perform light physical work exerting up to 10 pounds on an occasional basis.

**Working Conditions:** The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Interpersonal Characteristics:** Strong written and verbal communication skills are expected. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of other backgrounds and cultures and will have a desire to make a positive difference within the community.

#### **THE REWARD**

Commensurate with experience, we offer a competitive base salary and a culture which fosters and supports creativity and innovation. The St. Louis Economic Development Partnership offers a full range of employee benefits as well.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>.

Also, applicants are encouraged to visit our website to learn more about the organization: <https://stlpartnership.com>.

*The St. Louis Economic Development Partnership is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*