***Job Posting***

***Administrative Support Specialist***

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The Rhode Island Commerce Corporation (Commerce RI) seeks an experienced individual to assume the role of Administrative Support Specialist providing administrative support for a team of professionals. This position will provide support for the organization by performing advanced, diversified, and confidential administrative duties requiring broad and comprehensive experience, skill, judgment, discretion, and knowledge of organizational policies, practices, and activities.

The successful candidate will be a motivated self-starter able to handle multiple tasks simultaneously; must be proficient in Microsoft Office with a strong working knowledge of Word, Access, PowerPoint and Excel.

**Administrative Support:**

- Completes a broad variety of administrative tasks
- Manages a variety of special projects
- Completes critical aspects of deliverables with a hands-on approach
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures

**Qualifications:**

- Strong organizational skills to perform and prioritize multiple tasks seamlessly
- Considerable knowledge of modern office practices and procedures
- Strong Interpersonal skills
- Expert level of written and verbal communications skills
- Demonstrated proactive approach to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to be extremely effective working independently
- Proven ability to be adaptable to various competing demands
- Familiarity with local, federal and state agencies and officials is desirable
- Demonstrated ability to achieve high-performance goals and meet deadlines in a fast-paced environment

**Preferred:**

Bachelor's or professional/technical degree; five to seven years of experience in an advanced administrative support role; excellent computer skills, proficient in Microsoft Word, Excel, PowerPoint, Access, and Outlook and Adobe Acrobat.

Posting will remain open until job is filled. Submit a cover letter with salary requirements and a professional resume via e-mail, preferably by **Tuesday, July 28, 2015**, to:

**Rhode Island Commerce Corporation**
**Attention: Job OPS03**
**315 Iron Horse Way, Suite 101**
**Providence, Rhode Island 02908**
**prfdesk@commerceri.com**

**The RI Commerce Corporation is an Equal Opportunity Employer**