



Job Posting

Administrative Support & Data Specialist

The Rhode Island Commerce Corporation is seeking an individual to provide highly responsible administrative support to Commerce RI by performing usual office clerical tasks such as filing, phone and email communications, scheduling, maintaining filing systems, taking and transcribing minutes, preparing reports, coordinate logistics associated with internal and external meetings and events.

In addition, this position will be required to learn the contact management system used by the corporation and will be heavily involved with data entry, database searches, and email communications through this system. The position will also assist in maintaining databases for various corporate sponsored websites.

Minimum Qualifications

The qualified candidate for this position should have a high school degree or equivalent; five (5) to seven (7) years of progressive experience in an office environment; advanced secretarial or office management certification preferred. Proficiency with microcomputer applications, particularly spreadsheet, database, website navigation, presentation and contact management software required. Excellent organizational and communication skills, verbal and written are a must. Familiarity with local, federal, state agencies and officials is desirable. A candidate for this position should have considerable knowledge of modern office practices and procedures; business writing and basic mathematical skills as well as the ability to type and enter data accurately; to work with confidential information; and to retain and follow written and oral instructions and to work independently.

Please submit a personal resume and salary requirements via e-mail no later than April 17, 2015 to jlucia@commerceri.com.

**Human Resources
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