



Open Position

Executive Assistant II

The Retirement Systems of Alabama (RSA) is currently seeking an Executive Assistant II, an unclassified position.

Job Title	Executive Assistant II	Date	March 23, 2023
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Position Overview:

This position is a highly responsible and visible position in the RSA Real Estate Division that requires organizational and personal skills in dealing with RSA tenants, RSA employees, contractors, engineers, architects, and the general public. Training will be provided. Salary will be based on qualifications and experience.

QUALIFICATIONS AND SKILLS REQUIRED

- Experience with and proficiency in organizing and completing job tasks to ensure they are performed in a timely manner.
- Experience with and proficiency in dealing with the public to include phone skills, written skills, computer skills, and the ability to communicate on a professional level.
- Experience with and proficiency in Microsoft Office Products.

MAJOR DUTIES AND RESPONSIBILITIES

- Prepare Tenant Improvement (TI hereafter) projects by tracking current status of new and renovation projects. Obtain and organize plans, specifications, quotes, material receipts, and various other assigned tasks as needed for the organization of the TI's.
- Compose and generate purchase orders, routing through the proper channels, then store electronically in the proper TI project file.
- Prepare requisitions, invoices, request quotes, and write all purchase orders for equipment and supplies and ensure they are properly authorized.
- Communicate and correspond with vendors, contractors, architects, purchasing agents, RSA employees, and management regarding TI projects. Coordinate and schedule meetings and appointments. Notify all involved parties. Follow up as necessary, regarding each TI as a separate entity.
- Create and maintain schedules & contractor delivery dates for TI's. Create hard copy folders for reference and legal documentation in an orderly manner. Maintain electronic storage log on TI projects.
- Work with suppliers/vendors in ordering expendables for the building as needed, including but not limited to: light bulbs, ballast, electrical parts, paper products, and plumbing parts.
- Review, prior to final approval: uniform cleaning sheets, work orders, material receipts, and project cost spreadsheets.
- Assist Building Managers with proper routing of tenant issues, including but not limited to: emergency situations, tracking deliveries, disseminating repair requests to maintenance, follow up thereof, and maintaining positive general tenant relations through direct contact, email, and phone conversations.
- Take inventory of maintenance and cleaning supplies to ensure sufficient stock is maintained.
- Research information pertinent to real estate and building operations.
- Assist with any new projects that may arise requiring the above skills.
- Assist with other staff members of the RSA Real Estate Division as the need arises.
- Any duties required by the Building Managers.

The above statements are intended to describe the general nature and level of work performed by this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The successful candidate for this position will work with the Real Estate Division Monday-Friday, 8:00 a.m. to 5:00 p.m. on-site at our RSA Administration building in downtown Montgomery.

Education: Bachelor's degree in any major preferred.

SPECIAL NOTE: Not everyone that applies for this open position will be interviewed.

Applicants hired by the State of Alabama (RSA) on or after January 1, 2012, will be subject to the E-Verify process pursuant to Act No. 2011-535.

Resumes must be submitted to the Retirement Systems of Alabama, Attention: Human Resources Division, Suite 544, P.O. Box 302150 Montgomery, AL 36130-2150

Email to RSA.HumanResourcesMail@rsa-al.gov or Fax: 334.517.7906

Submission Deadline: Thursday, April 6, 2023, at 5:00 p.m.

The Retirement Systems of Alabama is an Equal Opportunity Employer