

# Senior Executive Secretary Job Fair

Friday, May 10, 2024  
10am-2pm



**Annual Salary- \$65K-\$70K**

### Minimum Requirements:

- High School Diploma or equivalent and five years of clerical experience including two years as a secretary
- The ability to take minutes from WebEx recordings
- Provides senior level administrative support and coordinates activities for EITS Senior Leadership that are highly confidential and sensitive in nature.
- Serves as liaison between Senior Executive staff and other Executives and Officials within the Corporation, external offices and/or agencies.
- Responsible for maintaining the calendar and informing senior staff of all appointments and conferences.
- Responsible for preparing and editing correspondence and confidential reports for EITS Senior Leadership. This may include taking minutes of proceedings, conferences and meetings.

**To register for the event please scan the QR code**

**FOR IMMEDIATE CONSIDERATION SEND RESUME TO  
EITSJOBS@NYCHHC.ORG | Subject Line- Sr. Executive Secretary**

Qualified applicants that have experience in the above areas may be contacted for an interview with a Hiring Manager and/or Hiring Team.

#### Job locations:

Job ID 101972 – Kings County  
Job ID 101974 – Henry Carter  
Job ID 103973 – Central Office

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- **Comprehensive health benefits for employees hired to work 20+ hrs. per week**
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