

Administrative Assistant to the Chief Operating Officer- Transportation

Port Authority is seeking an Administrative Assistant COO – Transportation to perform all administrative support functions of a responsible and confidential nature for the Chief Operating Officer – Transportation and to support the Operations staff in their administrative needs.

Essential Functions:

- Take and transcribe dictation, often of a confidential nature; prepare reports/presentations by gathering and summarizing data and preparing graphics and spreadsheets; produce high-quality e-mails and messages to individuals at all levels of the organization. Type all administrative/legal documents; ability to write and communicate in a clear, concise manner and to proofread and pay attention to details; answer all non-routine correspondence and assemble highly-confidential and sensitive information; respond to routine correspondence and prepare letters for the Chief Operating Officer's review, using supplied office equipment and/or software.
- Provide administrative support by organizing and expediting the flow of work through the Chief Operating Officer – Transportation's office; communicate assignments and instructions from the Chief Operating Officer - Transportation (COO) to various individuals and/or departments and obtain information and initiate follow-up, as required.
- Maintain and schedule complex and detailed appointment calendars, including prioritizing and screening using own discernment; coordination and logistics of both internal and external meetings, including all aspects of the Operations Team Meetings, with maintenance of agenda items and minutes, along with follow-up on action items, as necessary.
- Create the monthly Operations Division Board Report by compiling information received from direct reports to the COO - Transportation, inserting Excel charts and graphs, and obtaining approval from COO - Transportation, with submission to the office of the Chief Executive Officer before the deadline.

Job requirements include:

- High School diploma or GED, including completion of secretarial courses.
- Minimum of three (3) years of secretarial experience.
- Minimum typing speed of 60 wpm.
- Demonstrated ability in the use of Windows and Microsoft Word, Excel and PowerPoint applications. Superior ability to work with technology.
- Detail oriented and comfortable working in a fast-paced office environment; outstanding planning and time-management capabilities; exceptional communication skills, superior organization skills and dedication to completing projects in a timely manner.
- Ability to work in a diverse environment; experience working collaboratively with others; capability of adjusting priorities and deviating from routines.
- **This is a non-remote position due to the nature of Operations.**

Preferred attributes:

- Completion of a Secretarial/Business School Program.
- Shorthand.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Robyn Taylor
Employment Department
345 Sixth Avenue, 3rd Floor
Pittsburgh, PA 15222-2527
RTaylor@portauthority.org

EOE