



## **VECRA is seeking a Full-Time**

### **Executive Secretaries and Administrative Assistants Bi-Lingual Spanish/English**

VECRA, Inc. has a requirement for Executive Secretaries and Administrative Assistants Bi-Lingual Spanish/English with 2+ Years' experience. The VECRA Executive Secretaries and Administrative Assistants Bi-Lingual Spanish/English Professional will join our New York operations at various locations statewide to carry out the day-to-day tasks.

#### **COMPANY DESCRIPTION**

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative software applications, reporting systems, facilities and supply chain management, program management and staffing support services are always: **Vigilant \* Efficient \* Collaborative \* Responsive \* Accurate**

#### **JOB SUMMARY**

Must have full fluency in both English and Spanish language including reading, writing, and speaking. Must provide high-level administrative support by conducting research, preparing statistical reports, and handling information requests in addition to performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. May also train and supervise lower-level clerical staff. Knowledge of office administration and management; proper grammar, punctuation, and spelling; business communications and ability to take notes is necessary. May act as immediate supervisor's personal representative in dealing with public and in routine contacts with other State executives; perform special assignments, studies and routine



administrative functions as specifically directed; screen incoming correspondence, refer to appropriate staff, and follow up to assure timely response. Perform related duties as required.

## **ROLES and RESPONSIBILITIES**

- Records daily financial transactions and maintains accurate ledgers
- Verifies receipts and makes payments to the bank through cash or cheque
- Monitors office expenses and pays vendor invoices
- Aids in the handling of tax forms
- Processes and maintains payroll records
- Verifies accuracy of transactions and makes sure they're correctly entered in ledgers
- Develops daily and monthly financial and statistical reports for management

## **QUALIFICATIONS and REQUIRED SKILLS:**

- Good time management skills.
- Familiarity or prior experience with government contracting.
- Proficient in Microsoft Office Suite, Internet navigation, SharePoint navigation and Windows.
- Good computer troubleshooting ability.
- Excellent communication skills both verbal and written.
- Works well independently and is a team player.
- Good planner and proficient in time management.
- Excellent multi-tasker and organizer in a fast-paced environment.

## **EDUCATION**

- GED or High School Diploma plus experience may be substituted

## **OTHER**

- **Shift:** First – Day
- **Work Hours:** 9:00am – 5:30pm
- **Schedule:** Monday – Friday



- **Onsite Location:** USA\ Multiple locations statewide
- **Req Type:** Full-Time

### **COVID-19 PRECAUTIONARY MEASURES**

All employees (inc. volunteers, temps, consultants, and students with an in-office presence) are required to inform Human Resources of their vaccination status. If vaccinated, employees must submit proof of their vaccination status to Human Resources. OAG offices have returned to a “masks welcome” policy, based on changes in public health guidance. Employees will still be required to wear a mask if they have a recent COVID-19 exposure. Employees that work in OAG offices located on NYS hospital grounds or within space leased by a NYS hospital must continue to follow any mask policies at that location.

### **BENEFITS**

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.

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VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to [info@vecrainc.com](mailto:info@vecrainc.com) with **Subject Line: Executive Secretaries and Administrative Assistants Bi-Lingual Spanish/English**