

Nevada State Board of Dental Examiners



2651 N Green Valley Parkway, Ste.104 • Henderson, NV 89014 • (702) 486-7044 • (800) DDS-EXAM • Fax (702) 486-7046

Unclassified Position Announcement

Nevada State Board of Dental Examiners

Position Title: Executive Administrative Assistant

Position Status: Full-time

Compensation: Salary range, DOE: \$45,000 - \$50,000 and Full Benefits

Location: Henderson. Travel may be required.

Position Summary/Scope of Work:

NSBDE is seeking a creative, energetic, and detailed Executive Administrative Assistant to assist the Executive Director and General Counsel with daily administrative duties and complete a broad variety of administrative tasks that include managing an active calendar of appointments; completing reports; filing; composing and preparing correspondence; running errands; arranging complex and detailed travel plans, itineraries and agendas and compiling documents for meetings.

Duties include, but are not limited to, the following:

Duties and Responsibilities:

- Communicate with staff and Board members.
- Assist in coordinating logistics for various meetings and events.
- Take detailed minutes at meetings and prepare electronic minute packets.
- Draft and edit reports, contracts, letters, memos, and price lists; prepare and coordinate oral and written communication.
- Maintain confidentiality at all times, including files and contact information.
- Oversee general office management and assist in general building maintenance, i.e., order office supplies, request maintenance in building, etc.
- Prepare workspace and provide admin support to each new hire.
- Assist in planning and executing company events.

Requirements:

- 5 years of experience in an Administrative Support, Office Manager, Executive Assistant, or similar role.
- Excellent communications (verbal and written) and organizational skills.
- Experience in overseeing general office maintenance is a plus.
- Must be able to work onsite, no work from home.
- Must have a valid driver's license and reliable transportation to work.

Benefits:

- Health, Dental, Vision
- PTO, Vacation, Holiday, Sick Pay
- 401K Match

Minimum Education & Experience: High school diploma or GED, and three (3) years bookkeeping/office managerial experience.

Skills Required:

Provide information-management support, documentation skills, meeting planning, supply management, telephone skills, PC proficiency, excellent verbal communication, internal communications, dependability, punctuality, professionalism, professional relationships with staff, board members, licensees, and members of the public. Ability to multi-task, accurately prepare complex documents in accordance with established timelines and procedures; work independently and follow through on assignments; maintain accurate calendaring of documents and deadlines; proofread documents; set up and maintain files; work as part of a team; perform a variety of tasks often changing from one assignment to another; compile and update information and prepare reports; transcribe dictation. Proficiency in Microsoft programs (Word, Excel, PowerPoint, Access, Outlook, Publisher). Proficiency in accounting programs (such as QuickBooks, Quicken, Peachtree Pro, ADP, and Sage ACT) and all versions of the Windows operating systems.

Note: Open until filled. This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties. Interested applicants must submit their cover letter, completed job application, and a list of professional references to:

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