

Job Description

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| Position Title | Administrative Assistant |
| Reports To | CFO/COO & Managing Director |
| FLSA Status | Non-Exempt |
| Version Date | February 2023 |
| Introductory Period | 6 months |

Position Information

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| Assignment Category | Regular, Full time |
| Location | Providence, RI |

General Background

Rhode Island Infrastructure Bank is Rhode Island's central hub for financing infrastructure improvements for municipalities, businesses, and homeowners. We leverage limited capital in a revolving fund to offer innovative financing for an array of infrastructure-based projects including water and wastewater, road and bridge, energy efficiency and renewable energy, and brownfield remediation. These quality-of-life projects improve the State's infrastructure, create jobs, promote economic development and enhance the environment.

Job Description Summary

Under the supervision of both the CFO/COO & Managing Director, the Administrative Assistant's primary responsibilities include providing administrative support, receptionist and program administrator duties for the Finance and Business Development operations of the Bank. This position provides office services and support by implementing administrative systems, procedures, policies and monitor administrative projects.

Key Functions and Duties

Office Services and Management

1. Sort, prepare, monitor and distribute all incoming and outgoing mail, emails and inquiries. Distribute all inquiries to the appropriate staff member.
2. Provide administrative support to management and other bank staff, processing requests, completing and submitting forms, sending letters and compiling documents.
3. Coordinate and schedule meetings, interviews, conference calls, reserve conference rooms and other resources; organize meeting set-up including catering or purchasing of food and beverages and providing necessary supplies.
4. Welcome guest by greeting them, in person or on the telephone; answering or directing inquiries. Direct them to appropriate parties and/or take messages.
5. Perform general office duties such as maintaining records management database systems. File and retrieve corporate documents, records and reports. Maintain bank files to ensure timely and accurate filing of all bank records.
6. Participate in and support loan fund projects, complete project tasks and supporting project status by ensuring that project deliverables meet the time, quality, and resource standards established by the project lead.

7. Assist with special projects as required and contribute to team effort by accomplishing related results as needed.
8. Organize meetings, schedule appointments, assist with planning and coordination of office activities.
9. Coordinate the maintenance of office equipment.
10. Assist with the coordination of RFP's.
11. Coordinate "State" procurement procedures.
12. Support other operational functions as needed.

General Duties

Marketing and Public Relations:

1. Manage relationships with external vendors to manage website, annual reports and other Bank publications.
2. Ensure deliverables are accurate and adhere to key timelines.

Other Duties:

1. Complete special assignments and projects at the request of CFO/COO and Managing Director.
2. Onboard and track compliance and covenant items via EnAble to automate borrower engagement activities to facilitate and report on compliance program.

Qualifications and Experience Profile

- Requires an Associate degree or advanced certification in a related field preferred
- 5 years of administrative experience in an office environment
- Effective interpersonal and relationship building skills, including the ability to work with management and a variety of other parties, at all levels, internally and externally.
- Strong attention to detail and organizational skills. Ability to produce quality professional material withing deadlines. Can work well under pressure.
- Ability to perform responsibilities accurately and independently with minimal direction. Able to prioritize work, multi-task and has effective time management skills.
- Entrepreneurial self-starter, with high emotional intelligence, curiosity, and a desire to work collaboratively. Works well independently, as well as a member of a team. Flexible and adaptable, ability to works in a fast paced, changing environment.
- Proficiency with the following technologies is preferred: MS Office (including Excel and PowerPoint), project management platforms, records management systems

Work Environment / Physical Demands

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Employment Details

- Excellent benefits package, including generous time off, health insurance coverage, medical, dental, and vision, retirement, and paid leave.
- Competitive compensation package commensurate with experience and skills ranging between \$48,000 - \$60,000.

To Apply

- Submit a brief cover letter describing why you are the best fit for this position along with resume to careers@riib.org. Incomplete applications will not be considered.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Rhode Island Infrastructure Bank is an equal opportunity employer. It is the policy of the Company to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, genetic information, gender identity or expression, or veteran status. The Company will conform to the spirit as well as the letter of all applicable laws and regulations. The Company will take action to employ, advance in employment and treat qualified Vietnam era veterans and disabled veterans without discrimination in all employment practices.

Note: External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.