

GREATER GALLUP ECONOMIC DEVELOPMENT CORPORATION

JOB VACANCY ANNOUNCEMENT

Administrative Services Officer-I (ASO-I)

The Greater Gallup Economic Development Corporation (GGEDC) seeks a mature, experienced, energetic and well-organized office professional to serve as its executive office manager in the position of Administrative Services Officer-I (ASO-I).

The ASO-I organizes, oversees and manages the efficient operations of the GGEDC office in support of its mission to promote economic development in the Gallup-McKinley County area.

Qualifications include at least 5 years of successful experience in executive office management or related work, possessing or working toward a college degree and/or professional certifications (skill and experience may be substituted for academic credentials).

Preferred skill sets include high motivation and self-management, strong communication and office skills, ability to organize and maintain complex document systems, basic bookkeeping skills, and ability to supervise and coordinate the work of subordinates and teams.

Compensation is competitive with senior office management positions in the region.

The GGEDC was formed in 2012 as a nonprofit organization committed to recruiting and supporting businesses that provide good employment and generate wealth for the local and regional community. It is governed by an all-private-sector Board of Directors and has received numerous awards at the state and national levels as a high-performing economic development agency.

Inquiries and requests for job description and application may be addressed to:

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