New Mexico Office of the Attorney General

Facility Coordinator (Admin Assist II)

Albuquerque

[Full time]

Job Reference # 00001015

The New Mexico Office of the Attorney General, Executive Services Division an Equal Employment Opportunity (EEO) employer is seeking applicants for an "At Will" (not classified) Administrative Assistant II position. An "At Will" position means any state office job or position of employment which is exempt from the service and the Personnel Act," Section 10- 9-4 NNMSA 1978, the employee serves at the pleasure of the New Mexico Attorney General.

- Performs inventory management for incoming and outgoing supplies and surplus; This position coordinates all aspects of a final purchase to include planning and scheduling of deliveries, inventory, shipping and receiving; helps division director's place, design and set up offices for current, transferring and new employees. Provides staff relief at other facility locations as needed; performs mail distribution; responsible for daily deposits and tracking. Restocks, orders, and delivers supplies; performs data entry; accounts for and enforces inventory control requirements. Will assist in developing and streamlining process and procedures for these services.
- Schedule appointments with vendors and contractors; attend facility improvement and project planning meetings.
- Liaison with other state agencies such as General Services Department for facility, Risk management, and fleet related issues and services.

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- Act as the facility safety and loss control liaison to include evacuation. Responsible for the safeguarding and security of assets, personnel, customers and escorting all visitors, of the Attorney General's Office to a specific contact or for a specific purpose.
- Performs data analytics to include entry of data, spreadsheet entry and review, prepares correspondence and reports as needed; experience in Microsoft Office.
- Drafts and submits building and maintenance work orders to Facility Management Division or building manager as requested or needed.
- This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and lifting. The employee must frequently lift and/or move items up to 25 pounds.

Salary is commensurate with experience. Resume, writing sample and three professional references must be received at the Office of the Attorney General by 5:00 p.m. on July 15, 2016. Applicants selected for an interview must notify the Attorney General's Office of the need for a reasonable accommodation due to a Disability.

Please send resumes to:

The Office of the Attorney General
Attn: Matt Bustos
E-mail: mbustos@nmag.gov – (505) 827-6000
P.O. Drawer 1508, Santa Fe, NM 87504-1508.