

Company: Gateway Development Commission

Job Title: Administrative Assistant/Office Manager

Location: New York/New Jersey

Date: November 1, 2024

Job ID: 12-003

Summary of Responsibilities

As the Administrative Assistant/Office Manager at the Gateway Development Commission, you will play a pivotal role in supporting our Office of the Inspector General. You will be responsible for providing comprehensive administrative assistance to the team, ensuring seamless operations, and contributing to the overall success of the organization. The ideal candidate will have a strong understanding of executive-level operations and be able to provide high-level support to the senior leadership team in a fast-paced and demanding environment.

Essential Functions

- Efficiently manage the Inspector General's calendars, appointments, and travel arrangements, ensuring optimal use of their time and resources.
- Prepare and organize documents, presentations, and reports for meetings, conferences, and other executive engagements.
- Act as a liaison between the team and internal/external stakeholders, always maintaining effective communication and professionalism.
- Prioritize and handle incoming communication from our Whistleblower Hotline, including emails, phone calls, and inquiries, with discretion and responsiveness.
- Assist in planning and coordinating special events, conferences, and board meetings, ensuring successful execution and smooth logistics.
- Maintain confidentiality and handle sensitive information with the utmost professionalism and integrity.
- Conduct research and gather data on various projects, initiatives, and educational trends to support decision-making processes.
- Collaborate with other administrative staff to optimize office efficiency and contribute to a positive work environment.

Job Requirements

- Bachelor's degree in business administration, operations manager or a related field.
- At least 5 years of proven experience as an executive assistant or in a similar role, supporting C-level executives or senior management.
- Exceptional organizational and time management skills, with the ability to handle multiple tasks and prioritize effectively.
- Excellent written and verbal communication skills, with strong attention to detail and accuracy.

- Proficiency in office software (Microsoft Office, Google Workspace) and the ability to learn new tools and technology quickly.
- Demonstrated ability to work independently, take initiative, and anticipate the needs of executives.
- A professional and approachable demeanor, with strong interpersonal skills to interact with diverse stakeholders.

Project Background

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation’s busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110 year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey, and the New York State Department of Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, disability, protected veteran status or military status, or any other category protected under applicable law. We encourage qualified people from all backgrounds to apply.

To apply, please email your cover letter and resume to jobs@gatewayprogram.org with the job title “Administrative Assistant/Office Manager” in the subject line.