

Executive Assistant – Office of the Governor

Seeking an enthusiastic, adaptable, critical thinker to help support the objectives of Governor Doug Burgum. The ideal candidate is team-oriented, high-energy, and views challenges as opportunities. One who manages multiple tasks with enthusiasm and maintains a confident calm amid the busiest of environments. This person will be a strong communicator, super-organized yet highly flexible, accountable, assertive, a quick study who is eager to learn, and able to collaborate/suggest improvements on increasing efficiency.

This job is the ideal opportunity for someone who is looking to make an impact.

Requirements:

- Bachelor's Degree
- Excellent written and verbal communication/ documentations skills.
- Excellent interpersonal skills and experience in a team environment.
- Excellent creative problem solving skills.
- Proven skills in multi-tasking – balancing multiple projects and demands.
- Proven organization and coordination skills.
- Relational skills to effectively work with team members, customers and vendors.

Applications may be sent to jodeehanson@nd.gov.