



# BNY MELLON

## **Sr. Administrative Assistant– Job Number 1003554**

Under limited direction, performs secretarial and administration assignments of confidential nature.

Typically requires a high school education. More than 5 years of experience. Must have knowledge of a variety of computer software and spreadsheets (Microsoft Word, Excel, Access and Power Point). Must have a high level of interpersonal skills to handle sensitive and confidential issues. Position requires poise and tact and diplomacy. Must be able to interact and communicate with all levels of the organization. Work requires continual attention to detail in composing to detail, typing and proofing materials, establishing priorities and meeting deadlines.

As one of the world's leading financial services organizations, BNY Mellon recognizes the importance of a competitive benefits plan as part of your total compensation. That's why we offer a comprehensive, customizable benefits program to meet the needs of our diverse work force. Benefits include high quality medical and dental plans including orthodontic coverage, vision, life and disability insurance, flexible spending accounts, retirement plans that include an attractive 401k match and a company funded pension plan, generous tuition assistance and other work/life programs.

BNY Mellon is committed to Equal Employment Opportunity in providing all individuals interested in expressing interest in employment with us the opportunity to participate without barriers.

**If you are interested in expressing an interest in this position, please visit [www.bnymellon.com/careers](http://www.bnymellon.com/careers) . Please click on the “Search for BNY Mellon jobs” link on the Careers page. Enter the specific job number 1003554 when completing the online resume form. Please indicate salary requirements when submitting your online application.**

**PLEASE CONTACT AICH/WIA PROGRAM (212-598-0100, ext 221) FOR JOB-SEARCH ASSISTANCE!**

(Customers must be Native American and meet WIA program eligibility requirements in order to receive transportation assistance, clothing allowance, cash incentives once employed, child care assistance, etc., etc..)

Posted: 5/12/2010