

**Position Title:** Executive Assistant

**Agency:** New Mexico State Investment Council (NMSIC)

**Location:** Santa Fe, NM

**Employment Type:** Full-Time, Exempt

**Salary Range:** \$65,000 – \$95,000, commensurate with experience

**To Apply:**

Email a cover letter and resume to NMSIC HR Manager Kevin Dominguez at

[Kevin.Dominguez@sic.nm.gov](mailto:Kevin.Dominguez@sic.nm.gov)

**About Us**

The New Mexico State Investment Council (NMSIC) is the second-largest sovereign wealth fund organization in the country in terms of total assets under management, yet we operate with a relatively small and collaborative team of about 30 professionals. Our core mission is to generate the highest risk-adjusted returns for the state and our beneficiaries. NMSIC provides more than one-quarter of all funding for K–12 education and over half of all early childhood program funding in New Mexico. State economists project that by 2039, NMSIC will become the single largest source of revenue for the state. We are also committed to making strategic investments within New Mexico to achieve both strong financial returns and meaningful economic impact. Our team is passionate about uplifting the lives of New Mexico residents through thoughtful, long-term investment.

**Position Summary**

The New Mexico State Investment Council (NMSIC) is seeking a highly organized, proactive, and professional Executive Assistant to provide direct administrative support to the State Investment Officer (SIO) and Chief Investment Officer (CIO). This position reports to the SIO Staff and Operations Manager and plays a key role in supporting high-level functions within the agency, including travel coordination, meeting scheduling, and preparation of materials for Council and committee meetings. The ideal candidate will demonstrate sound judgment, exceptional communication skills, and the ability to manage sensitive information with discretion.

**Key Responsibilities**

- Provide executive-level administrative support to the State Investment Officer and Chief Investment Officer
- Manage calendars, coordinate appointments, and arrange internal and external meetings
- Coordinate complex travel arrangements and prepare detailed itineraries for staff and Council members
- Track and follow up on travel documentation to ensure timely submission and processing of reimbursements
- Assist with the preparation of materials and logistical support for Investment Council and committee meetings
- Support general office administration, including document management, correspondence, and filing
- Monitor deadlines and ensure compliance with internal procedures and state policies
- Assist with special projects and perform other duties as assigned

**Minimum Qualifications**

- A minimum of five (5) years of executive or administrative support experience, preferably in a government, financial, or legal office setting
- Strong proficiency in Microsoft Office Suite, particularly Outlook, Word, Excel, and Teams
- Exceptional organizational skills and attention to detail
- Excellent verbal and written communication skills
- Ability to maintain confidentiality and manage sensitive information with discretion
- Familiarity with state government travel and reimbursement procedures is a plus

**What We Offer**

- A competitive salary along with a robust benefits package that supports your financial and personal well-being.
- Comprehensive benefits that include paid holidays, generous paid time off (PTO), healthcare insurance options, access to an Employee Assistance Program (EAP), and a retirement plan to help you secure your future.
- Numerous opportunities for professional development and career advancement, enabling you to enhance your skills and grow within the organization.
- A unique opportunity to contribute meaningfully to the financial future of New Mexico, making a lasting difference in the community and the lives of its residents.

**Equal Employment Opportunity**

The New Mexico State Investment Council is an equal opportunity employer. We are committed to creating a diverse and inclusive workplace and encourage applications from all qualified individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by law.