

Houstonfirst

Job Posting

Position:	Administrative Assistant
FLSA:	Non-Exempt
Department:	Marketing & Corporate Communications
Reports to:	Executive Assistant, Marketing
Reporting Location:	Partnership Tower
Workdays & Hours:	Monday through Friday, 8:00 AM – 5:00 PM

SUMMARY: Provide clerical support to Marketing Staff by effective/efficient communication, organization, prioritization; multi-tasking; good judgment and decision-making; team/customer service.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS: (individual duties, assignments and responsibilities required of the position include but are not limited to)

- Assist Marketing staff with day-to-day administrative and clerical activities
- Compose/type correspondence; process expense reports, answering phones; schedule meetings and appointments; schedule meeting rooms, shipping and mailings
- Coordinate travel including arranging for airfare, hotel, ground transportation, conference registrations and meeting room/venue reservations for Marketing Staff/Directors/Managers
- Book travel for incoming media
- Manage supply inventory for the department
- Maintain current collateral inventory
- Other duties and special projects as assigned
- Serve as back for Marketing Executive Assistant

SUPERVISORY RESPONSIBILITIES: (personnel supervision, budgets, performance, etc.)

- This position has no supervisory responsibilities

EDUCATION AND/OR EXPERIENCE: (special training, certifications, college degree, etc.)

- High School Diploma or equivalent
- Three years of secretarial/administrative experience, and knowledge of general office procedures

KNOWLEDGE, SKILLS AND ABILITIES: (technical, communication, interpersonal, etc.)

- Working knowledge of hospitality industry reporting procedures preferred
- Excellent written and oral communication skills
- Excellent telephone and interpersonal skills
- Computer literate with excellent software skills (Microsoft Word, Microsoft Excel); experience with Microsoft Access preferred, PowerPoint proficiency a plus
- Accurate typing skills of 50-60 wpm
- Ability to work effectively under pressure and manage multiple on-going projects
- Good judgment and decision-making skills

MISC.

- Must pass a pre-employment drug test

WORK ENVIRONMENT: (overtime, travel, physical demands, and conditions)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- No major sources of discomfort; essentially normal office environment with acceptable lighting temperature and air conditions.

ANNUAL SALARY: Commensurate with experience

POSTING DATE: June 15, 2017

CLOSING DATE: June 29, 2017

APPLICATION PROCEDURES

- Fill out "Application Form" and attach a current resume
- Submit resume to Human Resources: hfjobapplications@houstonfirst.com

The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.

An equal opportunity employer