

Houstonfirst

Job Posting

Job Title:	Client Services Administrative Assistant
Department:	Client Services
Reports To:	VP of Client Services
Location:	711 Avenida De Las Americas
Hours:	8am-5pm
FLSA Status:	Full-time /Non-Exempt
Date:	July 2017

SUMMARY: Assists the VP Client Services and Client Services Manager with day to day administrative and clerical activities such as correspondence, calendar management, expense reports, telephone inquiries, distribution of planning site/pre-planning meetings, upcoming group announcements, etc.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS: (individual duties, assignments and responsibilities required of the position)

- Assist with daily administrative and clerical activities as assigned
- Produce and distribute leads to members
- Coordinate travel arrangements for Client Service Managers
- Handle Expense reports for Client Service Managers
- Prepare and distribute itineraries for pre-planning sites and planning meetings
- Direct inquires to appropriate staff
- Be knowledgeable and updated on all current information in order to answer questions from clients, staff, general public, potential clients and members
- Maintain current collateral and update staff when re-orders are necessary
- Work with other team members of the Client Services Admin team in compiling reports
- Prepare purchase orders and invoices
- Create and distribute bid requests
- Prepare and distribute convention alerts
- Coordinate, order and distribute welcome program collateral for major conventions

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

- This position has no supervisory responsibility

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

- High School Diploma or equivalent
- Minimum three years clerical experience required
- Working knowledge of hospitality industry highly preferred

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

- Strong computer skills – MS office, Excel, PowerPoint, accuracy in typing
- Professional communication both verbal and written (required)
- Highly organized, detail oriented and able to work with little or no supervision
- Ability to work effectively under pressure
- Ability to work with people in a problem-solving mode
- Ability to prioritize and handle projects independently in a timely manner
- Good judgement skills and decision making skills required

MISCELLANEOUS:

- 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,
- Over Time as required.

ANNUAL SALARY: Commensurate with experience

POSTING DATE: July 13, 2017

CLOSING DATE: Until filled

APPLICATION PROCEDURE:

- 1) Fill out a "CCSI Application" and attach a current resume
- 2) Submit both, application and resume, to Human Resources at 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.