

Houstonfirst

Job Posting

Position:	Executive Assistant
FLSA:	Non Exempt
Department:	Corporate Administration
Reports to:	Chief Administrative Officer (CAO)
Reporting Location:	701 Avenida de las Americas
Workdays & Hours:	Monday through Friday, 8:00 a.m. - 5:00 p.m. (Periodic earlier or later times)

SUMMARY: Provide Executive administrative assistance and support to the CAO and Corporate Affairs department under the leadership of CAO. This includes: board governance, community relations, membership and corporate operations.

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

- Provide executive administrative support to the CAO.
- Assist with coordination of office and department operations as needed.
- Assist as back up for the Corporate Affairs receptionist as needed.
- Book travel /hotels/ car rentals, conference registration, etc. for CAO.
- Review expense reports in coordination with CAO.
- As required, attend various meetings and trainings related to department operations.
- Assist other department areas with administrative support as required.
- Serve as primary organizer of office files and record keeping/record retention.
- General office operations including presentations, drafting correspondence, setting up meetings, and scheduling appointments.
- Other duties and special projects as required.

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

- This position has no supervisory responsibility

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

- Bachelor's Degree in Business Administration or related field.
- 5 to 10 years' experience as an Executive Assistant to a "C" level executive preferred.

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

- Strong computer skills – Microsoft Office Suite, Excel, PowerPoint, CRM database experience, working with spreadsheets, etc., preferred.
- Strong organizational and filing/record keeping skills.
- Professional oral and written communication skills.
- Ability to anticipate the executive's needs and proactively bring together appropriate people to support the executive in addressing the issues.

- Ability to handle confidential information with integrity and discretion.
- Ability to prioritize workload, meet deadlines and produce high level of work with quality and accuracy.
- Strong problem solving and analytical skills.
- Effective communication skills with the ability to work well with others.
- Ability to multi-task and work in a high volume and sometimes stressful environment.
- Strong interpersonal skills with all levels of the organization.

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

ANNUAL SALARY: Commensurate with experience

POSTING DATE: March 01, 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.