

# Houstonfirst

## Job Posting

<b>Position:</b>	<b>Executive Assistant</b>
<b>FLSA:</b>	<b>Non Exempt</b>
<b>Department:</b>	<b>Public Affairs</b>
<b>Reports to:</b>	<b>SR Vice President – Public Affairs</b>
<b>Reporting Location:</b>	<b>701 Avenida de las Americas</b>
<b>Workdays &amp; Hours:</b>	<b>Monday through Friday, 8:00 a.m. - 5:00 p.m.</b>

**SUMMARY:** Provide professional administrative support to the Sr. Vice President – Public Affairs.

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

- Coordinate SR VP's involvement with Board of Directors, Committee members, City Council, and State Elected officials.
- Schedule and coordinate meetings.
- Manage SR VP's calendar, schedule and itinerary.
- Coordinate all aspects of travel for executive; from booking transportation and lodging to reconciling travel expenses.
- Organize mail and email, flagging important items.
- Screen phone calls and respond to inquiries or route to proper person.
- Manage a wide spectrum of complex assignments requiring analysis, innovation and independent judgment.
- Coordinate and prepare letters, business documents, budgets, PowerPoint presentations, and reports.
- Conduct research, prepare statistical reports and handle confidential information.
- Maintain and organize files.
- Serve as a liaison to outside clients and staff.
- Support other Public Affairs staff as needed.
- 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.
- 5-10 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, Kronos, Customer Relationship Management software (CRM) preferred.
- 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 skill. 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](mailto: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.