



Job Title: Administrative Assistant

Job Grade: 5

Job ID: AD14004

Full/Part Time: Full Time

Regular/Temporary: Regular

Houston-Galveston Area Council Overview

Serving more than 7 million people in our region, the Houston Galveston Area Council is the cornerstone to address issues that cross city limits and county lines every day for 13 county governments, 107 cities, and 11 school districts. Serving as an instrument of local government cooperation, promoting the region's orderly development and the safety and welfare of its citizens; our planning and service programs span a broad spectrum from transportation and homeland security planning to workforce development, assistance to the elderly, 9-1-1 service, watershed protection, and disaster recovery.

Opportunity

Join the executive management team as an administrative assistant for one of the largest regional planning commissions in the country. The executive team is looking for an administrative assistant who will be responsible for a wide variety of administrative tasks such as managing calendar activity; scheduling and providing administrative support for meetings both internally and externally; completing expense reports; creating meeting agendas and arranging travel plans. The administration assistant will prepare, edit, and mail correspondence, activity reports and other important documents. From process improvement to project execution, the ideal candidate will be a dependable resource capable of high-quality work with a vision for being service oriented and providing the highest caliber of support. If you feel you have what it takes to be successful in the role, we invite you to apply.

The administrative assistant responsibilities will also include, but not be limited to travel booking, conference registration, travel reimbursements, processing invoices, purchasing and maintaining supplies, mail merge, mailings, maintaining and updating databases such as contact lists, report

preparation, research and data collection, conference room reservations, setup and tear down of meetings and events, and arranging and preparing refreshments for meetings.

The ideal candidate must have strong interpersonal communication skills with the ability to work with different groups within the agency and interact with elected officials and other stakeholders.

Requirements

The successful candidate will have at a minimum:

- Associate's degree.
- Applicable experience may substitute for education.
- Three (3) years of related experience in an administrative role.
- Proficiency in Microsoft Office Suite.
- Excellent communication skills with the ability to prioritize and meet multiple sometimes conflicting deadlines.

Preferred qualifications include:

- Bachelor's Degree.
- Five (5) years of related experience in an administrative role.
- Experience with Goldmine, SharePoint, Constant Contact, Agiloft, Concur Solutions, Microix, Condeco
- Experience working in various program areas that serve the public and government entities.

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H-GAC is an equal opportunity/AA employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, or protected veteran status.