



Houston-Galveston Area Council

Job Title: Administrative Assistant

Job ID: HS14029

Full/Part Time: Full Time

Regular/Temporary: Regular

Salary: \$38,567.00- \$64,279.00

Date Posted: 3/6/17

H-GAC Overview

Serving more than 6 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. HGAC is made up of 13 county governments, 107 cities, and 11 school districts. HGAC prides itself in serving as an instrument of local government cooperation, promoting the region's orderly development and the safety and welfare of its citizens.

Opportunity

We invite you to bring your energy and talent to H-GAC in the capacity of an AirCheck Texas Assistant in our Human Services department. The AirCheck Texas Program is designed to help vehicle owners comply with vehicle emissions standards by offering financial incentives to repair vehicles, and allows local residents to contribute to the regional air quality solutions.

As the AirCheck Texas Assistant you will provide administrative support to the AirCheck team and deliver a high level of customer service to our vendors and customers. In this role you will be charged with inputting application information into the data management system, answering phone calls, coordinating workshops, and preparing and distributing various correspondences. This individual will serve as a liaison between vendors and end users by clarifying terms and conditions for the program, resolving issues in regards to program operations, and by providing information to potential end users. The best candidates will have strong data entry, customer service, and communication skills.

Requirements

The successful candidate will have at a minimum:

- Associates degree in Business Management, Business Administration or a related field
- 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:

- Bachelors degree in Business Management, Business Administration or a related field
- Five (5) years of related experience in an administrative role
- Experience with SharePoint

Apply online via: <https://h-gac.com/careers>

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.