

Administrative Assistant

General Information

Job Posting ID: 5255652	Creation Date: Sep 13, 2017
Employer Posting No: ---	Closing Date: Oct 13, 2017
Job Site Address: DEL RIO, Texas 78840	Employer Type: Private Sector
Openings Filled: 0 of 1	Status: Open
Contacts: 0 of 50	

Job Description

Performs highly responsible and complex secretarial and administrative duties to assist the President & C.E.O. and Executive staff in accomplishing the administrative functions of the Housing Authority and coordinating the overall daily operations of the Executive Office. Determines the approach or action to take in non-routine situations using personal judgment and initiative particularly when Executive staff is not immediately available. Takes dictation, composes, prepares, and proofreads confidential correspondence, reports, summaries, memoranda, and forms from verbal direction, relevant information from a variety of sources, or knowledge of Agency policy and procedures and resents the information in a clear and understandable format. Maintains calendar for the Executive staff, schedules appointments, travel, meetings, and conference calls as required, and coordinates the overall daily operations of the Executive Office. May assists in research and preparation of necessary information, materials, and reports for conferences, appointments, meetings, and recommendations for the Board of Commissioners. Attends Board and staff meetings as assigned and records and transcribes minutes of meetings. Maintains permanent archive for the Executive Office including Board materials, photographs, legal and financial documents, awards, and other materials which would be of historical significance to the Housing Agency. May perform other duties as assigned.

Supervisory Experience

Required: No

Pay: Starts at \$23,385.00 / YR

Additional Pay Details: Full Benefit package after successful completion of a six-month introductory period.

Shift: Days (First)

Duration: Regular

Workweek: Full Time

Veterans Only: Yes

Federal

Contractor: No

Eagle Ford Shale

Job: No

Is this job related to Hurricane Harvey Clean-up/Restoration? : No

Job Requirements

Occupation: Executive Secretaries and Administrative Assistants

Minimum Experience and Education: 2 yrs 0 mos and Associates Degree

Additional Requirements

Driver's License

Type: Class C - Standard Driver's License