



Greater Southeast Management District Job Announcement – Administrative Assistant

SUMMARY: This position provides clerical and administrative support to the staff of Greater Southeast Management District, a municipal management district located in the Third Ward/Texas Medical Center area. The Administrative Assistant reports to and works under the general supervision of the Executive Director and works closely with other District staff members to carry out day-to-day operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs duties and responsibilities which may include, but are not limited to, any combination of the following:

- Staffs the Greater Southeast Management District’s front desk reception area during hours of operation, providing professional customer service to all persons entering the office
- Greets all visitors and provides helpful information about and assistance regarding meetings, services, programs, and events occurring in the district office
- Ensures that the GSMD office lobby is aesthetically pleasing by keeping displays, marketing materials, and all furnishings in a clean, neat, and organized professional manner
- Serves as personal secretary to Executive Director
- Supports all senior district staff members in their daily activities
- Prepares for district meetings (room set-up, pre-meeting equipment functionality check, provision of materials, supplies, refreshments, as necessary)
- Maintains district’s central files, storage room, conference room, and supply/workroom
- Monitors neatness and organization of district office, common areas and equipment; troubleshoots problems requiring repairs, maintenance
- Distributes incoming and outgoing office mail
- Helps district staff notify board and committee members of upcoming meetings and/or special events; maintains response logs, participant counts as needed
- Orders food and beverage for district board and committee functions; arranges for pick-up or delivery and set-up
- Assists in the preparation of board and committee meeting materials
- Runs errands as needed.
- Assists district staff in organizing, producing, and carrying out special events and meetings
- Maintains an adequate inventory of all materials and supplies needed for the effective operation of the district office; reports items that need reordering and restocking.
- Operates copier/scanner/fax; maintains staff kitchen supplies and equipment
- Collects and delivers recyclable waste materials generated by office operations to recycling center
- Performs other duties as assigned by district staff

Qualifications Excellent verbal and written communication skills; ability to work in a fast-paced environment with a diverse community; professional demeanor and appearance; proficiency in computer word processing and database programs in Windows. Fluency in Spanish helpful but not required.

<i>Education and Experience</i>	High school diploma or GED equivalent required; two-years of college or post-secondary training desired. Prior experience helpful.
<i>Other Conditions</i>	Valid Texas Driver's License. Must provide own transportation. Must be willing to work occasional irregular hours and weekends to support the district's programs and initiatives, attend evening meetings, meet deadlines, and achieve objectives.
<i>Physical Conditions</i>	Must be able to lift up to 50 pounds
<i>Salary Range:</i>	\$39,520 to \$53,170. Salary competitive and negotiable, depending on qualifications and experience. Benefits include health insurance, vacation, and paid sick leave.

Apply by letter with resumé to:

Greater Southeast Management District
c/o Jerry Davis
Hawes Hill & Associates, LLP
P.O. Box 22167
Houston, TX 77227-2167

Or, by email to jdavis@haweshill.com

No phone calls please. Applications will be accepted through December 31, 2022, or until the position is filled.

Greater Southeast Management District firmly believes that diversity and equity make us a better organization and lead us toward a more inclusive, progressive society. We are an equal opportunity employer. We encourage women, people of color, members of the LGBTQ community, and those who identify with other underrepresented groups to apply.