



ADMINISTRATIVE ASSISTANT

SALARY: Hourly Wage: \$18.26 Annually: \$38,000.00

BENEFITS: The Tomball Economic Development Corporation offers an excellent benefits package including: Texas Municipal Retirement System (TMRS 2:1 matching), medical, dental, vision, life insurance, long term disability, and flexible spending account.

JOB TYPE: Regular Full-Time / Non-Exempt

CLOSING DATE: 9/21/21 5:00 PM

POSITION DESCRIPTION:

Performs a wide variety of clerical and administrative support functions for the Tomball Economic Development Corporation; provides information and assistance to the public regarding the assigned programs; and performs related work as assigned.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs basic clerical and administrative duties, including data entry, record keeping, preparing and processing documents, and maintaining files; makes and distributes copies; processes mail, documents, correspondence, invoices, and other materials.
- Maintains a variety of electronic and paper files, records, reports and documents; compiles data for reports; and monitors compliance with agreements.
- Greets clients and guests by phone and in person in a professional, courteous manner; ensures that guests are provided with accurate information and/or are directed appropriately; receives and responds to questions and requests for information from the general public within the scope of authority; and assists customers with applications, forms, and other documents.
- Attends staff, board, and committee meetings as required; coordinates and prepares agendas, minutes, and reports; maintains pertinent records; and prepares correspondence, memoranda, and other essential documents as delegated.
- Coordinates and maintains schedule for TEDC staff including, but not limited to, arranging meetings, appointments, and conference calls, reserving meeting rooms, making travel arrangements, and event arrangements.

SUPERVISION RECEIVED AND EXERCISED:

Works under the general supervision of the Executive Director. Exercises no supervision.

KNOWLEDGE AND SKILLS:

Knowledge:

- Modern office procedures, methods, and equipment.
- English usage, spelling, grammar, and punctuation.
- Basic computer applications and software.
- Basic principles and procedures of record keeping.
- Business letter and report writing.

Skills:

- Ability to maintain sensitive and confidential information.
- Ability to communicate effectively, both verbally and in writing.
- Development and maintenance of filing and record keeping systems.
- Providing effective customer service and dealing tactfully and courteously with the public.
- Establishing and maintaining effective working relationships with co-workers.
- Closely following verbal and written instructions and procedures.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED equivalent is required; AND two years of clerical experience; OR an equivalent combination of education and experience.
- Must be proficient in Microsoft Word, Excel, PowerPoint and Outlook.
- Valid Class C Texas Driver's License.

Applications are available at Tomball Economic Development Corporation or on our website at www.tomballtxedc.org and may be submitted to:

- 29201 Quinn Rd., Suite B, Tomball, Texas 77375
- Fax (281) 351-7223 or email twooten@tomballtxedc.org

Equal Employment Opportunity Statement – The Tomball Economic Development Corporation does not discriminate on the basis of Race, Color, National Origin, Sex, Religion, Age or Disability in employment or the provision of services.