



Gulf Coast Authority Job Posting

General

This position will be posted internally for 5 calendar days and the process begins with completing an employment application for the position with a statement of why you are seeking this position and submit online at [GCATX.ORG/Careers page](http://GCATX.ORG/Careers). Upon receipt, it will be followed by a file review. Subsequent interviews will be scheduled for qualified internal applicants through facility supervisors as convenient and to not disrupt work at the applicant's facility. We will consider external candidates simultaneously.

Position

Bayport-Administrative Assistant

Pay Range

For Qualified Candidates IS ~ \$21.08-\$33.22

Job Summary

This position is responsible for all general administrative duties at the Bayport Facility. Must have demonstrated office management abilities and advanced administrative skills.

Typical Duties and Responsibilities

Interface with customers (participants) representatives and visitors; Ensure all visitors sign in and are properly accompanied while in the facilities; Operate entrance gate for visitors after obtaining identification. Assign gate codes for visitors that have access to the facilities over an extended period of time; Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls; Takes and maintains weekly Staff meeting notes; Schedules appointments and meetings to calendar; Does timekeeping entry in financial software and maintains associated records: Prepares and files meeting sign-in sheets; Assist site staff with administrative duties; Compiles and types reports, maintain related databases and enters new data; Develops correspondence for review and approval; Complete a variety of reports as required by local, state and federal regulations as assigned; Helps maintain electronic and hard copy filing system for plant correspondence, records, and reports; Coordinate special events as assigned; Is back-up to other site administrative staff; Purchase supplies consistent with duties. Perform other administrative duties as required.

Knowledge, Skills, and Abilities

Demonstrated, advanced proficiency in Microsoft Office Suite: Word, Excel, Project, PowerPoint, Outlook and other specialty software including SharePoint; Good organizational and time management skills; Excellent customer service skills and interpersonal skills; Ability to maintain sensitive and confidential information; Ability to multi-task and handle changing priorities; Knowledge/proficiency of the GCA policies and procedures; Knowledge and experience operating general office equipment.

Environmental conditions

Must be capable of travel, including driving, to and from remote facilities; Work is performed indoors and outdoors in heat (100 °F) and cold (32 °F) in all weather conditions; Work is performed indoors and outdoors at an industrial setting.

Education, certification, and experience required

High school diploma or equivalent; Demonstrated experience as an administrative assistant; Valid Class "C" Texas Driver's License; Pass site specific safety training requirements; Complete specialized training requirements, as required.

Physical requirements

Ability to sit for long periods while performing various assigned tasks; Ability to kneel, stoop, crouch, squat, and twist body while performing filing or storing office supplies; Ability to lift storage boxes and supplies weighing up to 40 lbs.; Ability to grasp with hands and manipulate. Work is conducted primarily indoors in office setting; Work involves performing job duties under tight deadlines; Ability to safely operate company vehicle.

Summary and Timing

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified. Holding people assigned to this or any job to expectations described herein does not constitute harassment in any form.

Posted: 6/16/22

Posting closed: 6/23/22