



Gulf Coast Authority Job Posting

General	
<p>This position will be posted internally and externally 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. 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.</p>	
Position	Pay Range
Central Lab-Administrative Assistant	For Qualified Candidates IS ~ \$22.13 - \$28.51
Job Summary	
<p>This position is responsible for all general administrative duties at the Central Lab location. Must have demonstrated office management abilities and advanced administrative skills.</p>	
Typical Duties and Responsibilities	
<p>Interface with customers, agency representatives and visitors; set-up for meetings as required. Ensure all visitors sign in and are properly accompanied while in the facilities. 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. Schedules appointments and meeting to calendar. Keeps employee vacations/absences on calendar. As lab timekeeper, prepares and submits time and administrates Time Clock Plus . 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. 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. Prepare and enter purchase orders. Purchasing responsibilities include: set up and track annual PO's, receive packing slips for payment, get approvals for invoices, P-card receipt processing past due invoices, and close out PO's at end of year. Perform other duties as required.</p>	
Knowledge, Skills, and Abilities	
<p>Proficiency and skills in Microsoft Office Suite applications, including mastery of Advanced Microsoft Word and Excel, PowerPoint, Access, and SharePoint, including records requirements. 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 GCWDA Purchasing procedures as needed. Knowledge and experience operating general office equipment.</p>	
Environmental conditions	
<p>Work is performed indoors with occasional exposure to lab environment and storage/retrieval of materials. Ability to operate and make minor adjustments to copier. Capable of travel, driving, to and from remote facilities.</p>	
Education, certification, and experience required	
<p>High school diploma or equivalent, college preferred. Demonstrated experience as Administrative Assistant including the use of computer, data entry and preparation of correspondence and spreadsheets. Valid Class "C" Texas Driver's License.</p>	
Physical requirements	
<p>Ability to sit, stand, walk, crouch/stoop, squat, twist upper body and occasionally kneel while performing various job functions including typing, filing, copying, transporting work to various offices, and delivering mail. Ability to lift and carry heavy bulky items such as storage boxes and cartons weighing up to 40 lbs. Safely operate motor vehicle.</p>	
Summary and Timing	
<p>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 the expectations described herein does not constitute harassment in any form.</p>	