

## Projects Administrative Assistant

Westchase District conducts projects and programs to promote the Westchase area of Houston. It is our mission to make Westchase District a highly desirable location to conduct business, shop, live and recreate. Over time, our efforts have produced an increase in economic activity resulting in benefits to property owners, businesses, and residents.

We are looking for a highly organized, detailed-oriented Administrative Assistant to keep our Projects team running smoothly and efficiently. This is a great opportunity to assist with diverse projects and events and to provide general administrative support.

### **Responsibilities:**

- Support and coordinate operations for the Projects Team
  - Schedule committee meetings, post agendas, and coordinate meals
  - Research property owner contact information
  - Maintain project files
  - Ongoing clerical support
- WD Flag distribution
- Assist with maintenance drive throughs and related follow up items
- Monitor utility bills (water & electricity) and resolve any billing issues
- Track and order park supplies inventory
- Assist with daily operations of Westchase District parks and other community assets
- Assist with the planning and executing of Westchase District signature events
- Coordinate Westchase District reservations; handle deposits and billing
- Answer and forward constituent requests or concerns in a courteous and timely manner
- Keep the park information kiosks updated
- Run errands and other duties as assigned

### The selected individual should possess the following qualifications:

- Operations experience
- Superior organizational skills and a track record working effectively with internal and external personnel
- Confident and results-oriented
- Ability to prioritize and handle multiple tasks simultaneously
- Strong communication skills, both written and verbal
- Ability to conduct outdoor site visits (job will require extensive periods of time on project sites)

### Skills

Word, Excel, Power Point and Outlook

### Benefits

Comprehensive benefits package, which includes competitive salary, health benefits, qualified retirement plan fully funded by the employer, 11 paid holidays, paid vacation and Paid Time Off (PTO).

### **Westchase District is an Equal Opportunity Employer.**

Please send resume to Irma Sanchez via email to [isanchez@westchasedistrict.com](mailto:isanchez@westchasedistrict.com).

### **Salary**

**\$35K to \$40K based on experience.**