



JOB POSTING
February 2018

JOB TITLE

Office Administrator

JOB SUMMARY

This role is responsible for, but not limited to, a variety of general office administrative duties for the company.

REPORTS TO

- Director, Human Resources

LOCATION

- Houston, Texas (Galleria Area)

FLSA STATUS

- Hourly - Non-exempt

ESSENTIAL JOB FUNCTIONS

- General organization and keeping office well maintained/clean (conference rooms, kitchen, bar area, supply closets)
- Running errands for CEO, as needed
- Set up and assist with internal and external luncheons/meetings
- Answering main office phone, update phone list when needed
- Ordering office supplies & stocking supplies when they arrive
- Assist employees with shipping boxes, moving within offices and other administrative tasks
- Candidate must be extremely organized and detail oriented
- Carries out other duties as assigned
- Acts as a team member with all employees of PHCP staff

- Complies with all PHCP policies and procedures

MINIMUM REQUIREMENTS

- Two years office administration and/or administrative experience preferred
- Must be proficient in Microsoft Office products (Excel, Word, Outlook)

ESSENTIAL PHYSICAL ABILITIES

- Ability to meet highest attendance requirements
- Ability to communicate effectively, both written and verbally.
- Role will involve some lifting of boxes around the office, stocking supplies, etc.
- Ability to handle multiple assignments on a timely basis with a high degree of accuracy.
- Ability to use personal computer, calculator, etc.

DISCLAIMER

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Submit resumes to: Yvonne Veliz, Director, Human Resources,
1177 West Loop South, Suite 800, Houston, TX 77027

Patrick Henry Creative Promotions is an equal opportunity employer.
www.phcp.com