

MFA *The Museum of Fine Arts, Houston*

Position Available

Title: **Administrative Assistant, Security**
Reports To: Security Office Manager
Pay Type: Full-Time, Regular, Non-Exempt, 35 hrs/week
Salary: Commensurate with Experience and Education
Benefits: Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule: Monday – Friday, 9am – 5pm
Work Location: Beck Building, a non-smoking facility

Responsibilities:

- Provides general administrative support for the Security Department
- Answers phones, takes messages for the department, maintains two-way radio communication within the department
- Assist with maintaining the administrative functions in the security system
- Provides back-up to process invoices and expenditures through the accounting system
- Assist with maintaining city/state/federal permits and licenses
- Maintain internal records and process archiving of required reports and documents
- Assist Office Manager with maintaining emergency plans and supplies
- Assist with purchasing supplies and equipment
- Maintain department communications equipment
- Perform other duties as assigned

Skills, Knowledge and Abilities:

- Strong customer relations skills and the ability to communicate and interact with museum employees, outside contractors, vendors, and the general public
- Basic knowledge of accounting processes
- Strong word processing, database and spreadsheet skills (Word, Excel)
- Ability to multitask
- Must be flexible and able to work independently
- Strong attention to detail and the ability to set up and maintain accurate records
- Strong spelling, grammar and writing skills

Education and Experience:

- High School graduate, with some college preferred
- Three to five years administrative/clerical experience

How to Apply:

Send resume to Human Resources, Job-19-001SEC, P.O. Box 6826, Houston TX 77265-6826;
Fax 713-639-7508 or email: jobs@mfah.org.

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