

MFA *The Museum of Fine Arts, Houston*

Position Available

Title:	Administrative Assistant, Building and Grounds
Reports To:	Administrative Coordinator, Building and Grounds
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 Compensation Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	Monday – Friday, 9am – 5pm
Work Location:	Museum Properties, a non-smoking facility

Responsibilities:

- Performs administrative duties to support the Buildings & Grounds staff: types correspondence and memos, sends and receives faxes, makes copies, organizes and maintains department files
- Answers phones, takes messages for the department, maintains two-way communication with all engineers and assistants
- Maintains various files, contact information and records on vendors, staff, assigned lockers, radios issued and on-call assignments
- Assists with budget preparation and maintenance for the department; Maintains account files and tracks expenses; Resolves budget discrepancies with the Accounting department
- Provides back-up to process invoices and expenditures through the AX Accounting system departments
- Functions as a back-up for ordering maintenance supplies, tools and equipment for the engineers
- Orders general office supplies for the department
- Arranges for all engineer license letters and processes renewals for museum vehicle registrations
- Identifies and forwards records to archives
- Oversees all the vending machines, assures they are kept stock by contacting the vendors if needed and handles all refunds
- Performs other duties as assigned

Skills, Knowledge and Abilities:

- Strong communication and interpersonal skills for working with museum employees, outside vendors and the general public
- Experience working with budgets helpful
- Strong computer skills; familiar with Microsoft Office products
- Must be flexible with the ability to work multi-tasks independently
- Must possess good general office and organizational skills, grammar and writing skills with the ability to compose letters and memos

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Education and Experience:

- Some college preferred
- Two to three years of administrative experience preferred

How to Apply:

Send resume to Human Resources, Job19-089BG, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: jobs@mfah.org.