

# **SABINE RIVER AUTHORITY OF TEXAS**

## **BRANCH:**

Administration

## **DIVISION:**

Authority General Office

## **JOB TITLE:**

Executive Administrative Assistant

## **DUTIES & RESPONSIBILITIES:**

- Provide administrative support for executive level management
- Coordinate and prepare meetings and events
- Answer phones and interact with the public in a professional manner
- Maintain records for property insurance, workers compensation, etc.
- Demonstrate proficiency in financial software and perform various accounting related functions
- Maintain filing of records as well as other clerical duties as needed
- Assist with records management system and records retention schedule
- Handle business correspondence such as memos, emails, etc.

## **EDUCATIONAL, EXPERIENCE, AND OTHER REQUIREMENTS:**

- Have a high school diploma with a minimum of five (5) years of experience performing the duties listed above or have an Associate Degree in related administrative field with a minimum of (2) years of experience performing the duties listed above.
- Excellent oral and written communication skills
- Proficiency in working with computer software including Microsoft Office and other business-related software
- Strong organizational skills and demonstrated knowledge of common office procedures
- Experience with records management program and records retention schedules preferred
- Be willing to learn new software technology and adapt to changes in the workplace
- Be willing to communicate in a positive manner with fellow employees and the general public
- Be able to perform assigned tasks without the need for close supervision