

Date Posted: 12/14/12

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Administrative Assistant

Employer/ Agency: Manning Family Services

Job Description: Oversee all aspects of general office coordination, maintain office calendar to coordinate work flow and meetings, maintain confidentiality in all aspects of client, staff and agency information, interact with clients, vendors and visitors, answer telephones and transfer to appropriate staff member, open, sort and distribute incoming correspondence, including faxes and emails; sign for and distribute UPS/FedEx or similar delivered packages, prepare responses to correspondence containing routine inquiries, perform general clerical duties to include but not limited to bookkeeping, copying, axing, mailing and filing, file and retrieve organizational documents, records and reports, create and modify documents using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, Quickbooks or other programs, setup and coordinate meetings and conferences

Qualifications: Familiar with or has the ability to learn general office responsibilities and procedures, and principles and practices of basic office management and organization; ability to work well independently or as part of a team; good writing, analytical and problem-solving skills, effective verbal and written communication skills, ability to operate standard office equipment, ability to comprehend and follow both verbal and written instructions. Some related work experience preferred but not required.

Salary/Hours: DOE

**Employer/ Agency: Manning Family Services
Address: 505 N Sam Houston Pkwy E #157
City, State, Zip: Houston, Texas 77060**

Contact Person: Latosha Manning

Contact Title: Executive Director

Telephone: 281-820-3131 Fax: 888-828-1004

Email Address: lmanning@m-fam.org

Application Method: Submit Resume via Email to lmanning@m-fam.org

Opening Date: Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you