

Administrative Assistant Hospital Catholic Chaplain Corps Archdiocese of Galveston-Houston

Summary

The Archdiocese of Galveston-Houston seeks suitable candidates for the position of Administrative Assistant to provide skilled secretarial and administrative support services for the Hospital Chaplain Corps to maintain office files, correspondence, accounting, answer all phone calls and email inquiries in a timely manner. The Administrative Assistant exercises the particular abilities of a highly organized person, can work independently, and is adept at using one or more word processing programs, e-mail, Internet browsers, desktop publishing program, spread sheet program, database program, and other such programs as necessary. This position requires well developed people skills that include the ability to communicate well in person, on the telephone, email, text, and by the written word when called upon. This position may have access to and regularly works with matters of a confidential, strategic, and critical nature. Employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Catholic Church. The Administrative Assistant will meet the needs of this position by handling a variety of tasks to ensure that all interactions with the office are positive and productive, and that all work is completed professionally, efficiently, and effectively. This is a full-time, benefits eligible, 40 hours per week position.

Education and Experience

Minimum of High School Diploma or equivalent, with some college preferred. No less than 5 years' experience working in a professional office environment.

Suitable candidates may send a cover letter, with salary requirement*, and resume to resume@archgh.org. Please place Administrative Assistant Hospital Catholic Chaplain Corps on the subject line.

*Applicants who do not include a salary requirement may not be considered.