

Administrative Assistant Dominican Sisters of Houston

6501 Almeda Road
Houston, TX 77021

Summary:

The Administrative Assistant is responsible for providing administrative services for the Dominican Sisters of Houston and support for the organization.

Essential Duties and Responsibilities:

- Provide clerical and receptionist duties for the office
- Receive and distribute all mail/packages
- Confidential record maintenance and retention
- Internal communications
- Calendar Management
- Accounts Receivable (Remote check deposit)
- Donor Database Management (Little Green Light experience preferred)

Qualifications:

- Associate or bachelor's degree or appropriate work experience
- Ability to organize and effectively manage high volume and multi-tasked activities
- Possesses the written and verbal skills to effectively articulate the mission of the Dominican Sisters of Houston and fulfill the responsibilities as administrative assistant
- Proficient in the use of technology – in particular, Microsoft Office suite

Desired Characteristics:

- Is highly motivated, organized and goal-oriented; a self-starter who enjoys responsibility and challenge
- Is a team player who would work cooperatively with other staff members and personnel

Interested candidates please send cover letter and resume to Paula Porter pporter@domhou.org by May 23, 2025.

For information about our organization, please visit www.domhou.org