



The Leader of Houston's New Majority®

Executive Assistant to President/CEO

The Houston Hispanic Chamber of Commerce is the leading regional advocate for the economic and civic interests of the Hispanic business community. HHCC represents approximately 90,000 businesses in the Greater Houston Region, ranging in size from start-ups to multi-national corporations, making the Houston Hispanic Chamber the largest in country.

Position: Executive Assistant to President & CEO

Description: Responsible for administrative support to President & CEO.

Responsibilities:

- Perform administrative duties and office support activities for the President/CEO and members of the Chamber management staff, including the scheduling of multiple individuals/calendars
- Support daily office operations; answering phones, greeting and directing customers, faxing, filing, emailing, data entry.
- Additionally writes, types, mails and/or delivers correspondence, reports, memorandums and other materials as directed.
- Assist with preparation of Board Packets/ Membership Packets
- Flexibility in adjusting schedule to attend early or after hour events as needed
- Participate in stewardship activities
- Assist in preparation for events/programs and services
- Maintain office decorum and appearance
- Procurement of office and other supplies as needed
- Other duties as needed

Required Skills:

- Must have previous experience as Executive Assistant to President/CEO, minimum 3 years experience preferred
- Must be bilingual in English and Spanish (reading, writing, and oral communication)
- Bachelors and/or Associates degree required
- Ability to work in a very fast pace, high demanding environment
- Enthusiasm for the mission of the HHCC and the community we serve
- Strong written and spoken communications skills, with a proven record of engaging with individuals and organizations at all levels, including C-suite executives, elected and appointed officials and community leaders
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Excellent time management skills and multi-tasking skills, including excessive schedule and coordination of multiple calendars
- Ability to take feedback and apply changes in a quick, efficient manner
- Professional demeanor (dress, presentation, etc.)
- Strong Computer Skills with knowledge and proficiency in Outlook, Excel, Word & PowerPoint

Hours: Full-time salaried employee

Compensation: Compensation commensurate with experience, qualifications and background.

To Apply: Please send a cover letter and resume to HRADMIN@houstonhispanicchamber.com with "Executive Assistant" and your name (Last, First) in subject line.