

ADMINISTRATIVE ASSISTANT

Job Summary

We are looking for an individual who is efficient and comfortable being a member of a team. The ability to multi-task, while maintaining complex schedules and managing administrative support, is essential in this position. The ideal candidate for this job is resourceful, a good problem solver and organized. Assuring a steady completion of workload in a timely manner is key to success in this position.

Responsibilities and Duties:

- Prepare project reports
- General administrative: typing, copying, binding, scanning, etc.
- Answer and direct calls
- Maintain electronic and hard copy filing systems

Required Qualifications and Skills:

- Ability to multi task is necessary
- Work in a fast-paced environment with deadlines
- MS Office: Word (expert), Excel, Outlook, PowerPoint
- Excellent written and verbal communication
- At least 5 years' experience
- Attention to detail

Benefits:

- Medical & Dental
- Paid Vacation & Holidays
- Fun, business casual office

Salary: Based upon experience; Some overtime may be required (evenings/Saturdays)

Job Type: Full Time

Location: Accepting applications for Houston and Dallas offices.

Send cover letter and resume to bblair@erc-tx.com for consideration.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

