



JOB TITLE: Administrative Assistant

SALARY RANGE: \$41,600.00 - \$50,000.00 Annually

OPENING DATE: November 16, 2023

CLOSING DATE: December 8, 2023

WORK HOURS: 8:30 AM – 5:30 PM Primarily (Minimum forty (40) hours per week with flexible arrangements) Some evenings or weekends.

JOB SUMMARY: Visit San Antonio is the official destination marketing organization for the City of San Antonio and is charged with marketing San Antonio domestically and internationally as a premier tourism and meeting destination, thus driving economic development and impact in the community.

Under general direction, the Administrative Assistant is responsible for performing, coordinating, planning, and providing administrative support services for the Executive Office of Visit San Antonio (VSA), for the Chief Financial Officer, Chief Operating Officer and Chief Marketing Officer.

Provides high level project and administrative support for management and staff as well as the general public. This position reports to the COO.

ESSENTIAL JOB FUNCTIONS:

- Supports the administrative operations for the Executive Office, including calendar management, travel logistics, preparing expense reports, coordinating mailings, and other special projects as assigned.
- Drafts critical executive communications, such as emails, letters, and memos. The ideal candidate must possess outstanding professional writing skills.
- Assists in preparing management reports, presentations and briefing packets.
- Researches, compiles and analyzes data for special projects and various reports.
- Assists in the coordination of the Board of Director's Committee and Taskforce meetings, in which the assistant will serve as the meeting organizer and coordinate the meeting room set-up, food and beverage needs, audio visual needs, and accurately transcribe meeting minutes.
- Interprets VSA policies, procedures, laws, and regulations in response to inquiries and complaints; refers inquiries as appropriate. Stewards and oversees pertinent organizational resources.
- Assists in the preparation of the department budget; reviews and monitors departmental expenditures; audits petty cash expenditures; processes all accounts payable invoices.
- Assists in the preparation of the department payment requests and helps process approval from management.
- Assists in the day to day schedule management as needed in support of COO, CFO and CMO
- Coordinates purchases of equipment, supplies, and services; ensures compliance with departmental policies and procedures.
- Organizes and maintains digital and non-digital filing systems; maintains records related to specific area of assignment.
- Performs related duties and fulfills responsibilities as required.

JOB REQUIREMENTS:

- Bachelor's Degree from an accredited college or university with major coursework in Business, Public Administration, or a related field.
- Three (3) years of professional experience in a relevant field, including but not limited to management, analysis, or policy development.
- Valid Class 'C' Texas Driver's License

APPLICANT INFORMATION:

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of this position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Applicants selected for employment with Visit San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of record keeping procedures and practices.
- Knowledge of modern office procedures, methods, and computer equipment.
- Knowledge of organizational policies, procedures, and administrative systems
- Ability to perform responsible and difficult administrative office duties involving the use of independent judgment and personal initiative.
- Ability to understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Ability to schedule and coordinate projects, set priorities, and adapt to changing priorities.
- Ability to maintain confidential data and information for division, section, or office staff.
- Ability to work independently in the absence of supervision.
- Ability to communicate clearly and professionally, both verbally and in writing.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work including the Board of Directors, City officials, management staff, employees, and the general public.

PHYSICAL REQUIREMENTS:

Physical requirements include visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to sitting, standing, lifting and walking to perform the essential functions.

This position is a fulltime position, subject to local travel and/or evening and weekend hours on an as needed basis. Visit San Antonio offers a competitive benefits package including paid holidays and annual leave, health & wellness plan options, and retirement plan options. Visit San Antonio is an equal opportunity employer. Applications from men, women, individuals with disabilities, veterans, and people of diverse cultural backgrounds are encouraged to apply.

To apply for this position, please send your application, resume, and cover letter to jobs@visitsanantonio.com