



JOB POSTING: OFFICE ADMINISTRATOR

ORGANIZATION

Humanities Texas advances history, culture, and education. As the state affiliate of the National Endowment for the Humanities, we conduct and support public programs in history, literature, philosophy, and the other humanities disciplines. These programs strengthen Texas communities by cultivating the knowledge and judgment that representative democracy demands of its citizens.

OFFICE ADMINISTRATOR

The office administrator will report to the deputy director and should be highly organized, efficient, and detail oriented.

The full-time, on-site position features an excellent benefits package, including health, dental, life, and disability insurance and a 403b retirement plan.

SPECIFIC RESPONSIBILITIES

- Support the accounting staff with accounts payable and credit card reconciliation data entry.
- Manage relationships with vendors who provide services to the organization (e.g., copier, mail metering, Nextiva phone system administration, janitorial, pest control, and landscaping).
- Manage regular services and inspections (e.g., elevator license and inspection, security and fire alarms, City of Austin recycling, and waste removal).
- Manage Humanities Texas's online service and purchasing accounts.
- Support Humanities Texas's ongoing efforts to digitize organizational records and synchronize office and accounting systems.
- Support office organization and ensure that common spaces are organized and available for use.
- Monitor level of office, janitorial, and kitchen supplies, maintain inventories, and address shortages.
- Resolve problems related to office equipment and services and respond to requests or issues.
- Maintain inventory of office technological hardware and software.
- Support planning and administration of semi-annual meetings of Humanities Texas board.
- Serve as point person for Byrne-Reed House rental and external use.
- Perform daily building opening and closing procedures.
- Sort and distribute mail on a daily basis.

The position will require other general administrative responsibilities, occasional weekend work, and at peak periods, support of other Humanities Texas programs.

MINIMUM REQUIREMENTS

- Bookkeeping experience. Accounts payable experience preferred.
- Experience with office and/or building management.
- Proficiency with using email, spreadsheet, and database software.
- Demonstrated ability to manage multiple tasks, prioritize work, maintain deadlines, and produce high-quality work.
- Strong verbal and communication skills.

SALARY

Annual salary of \$40-45K commensurate with experience.

HOW TO APPLY

Please email resume and names of three professional references (all in PDF format) to jobs@humanitiestexas.org and specify “office administrator” in the email subject line. Preliminary review of applications will begin immediately.

Humanities Texas is an equal opportunity employer and seeks to establish and maintain diversity among its staff and is, thereby, inclusive in its employment practices. Humanities Texas is also following local and CDC guidelines regarding COVID practices.

Posted 9/6/2022; open until filled.