



TEXAS OIL & GAS ASSOCIATION | SINCE 1919

Office Coordinator

The Texas Oil & Gas Association (TXOGA) and its affiliates are seeking an Office Coordinator to provide administrative and clerical support to teams across the organization. This is an on-site, in-office position with a high level of interaction with TXOGA personnel, membership and external constituents and requires an individual with the skill set and talents to help the overall organization reach maximum success.

DUTIES AND RESPONSIBILITIES:

ADMINISTRATIVE

- Answer phone calls and direct callers to the proper personnel, department, or voicemail to ensure calls are addressed
- Welcome on-site visitors, determine the nature of business, and notify visitors to appropriate personnel
- Help support TXOGA events and meetings, including meeting room set-up/take-down, printing and collating of meeting materials and catering orders
- Assist in distribution/send-out of bulk mailings and marketing materials
- Provide calendar management and meeting scheduling support to members of the TXOGA staff, along with support of meeting room/location calendars

BOOKKEEPING

- Post and pay vendor invoices using QuickBooks (or specified software), ensuring accuracy of information
- Prepare and distribute invoices to member companies and/or external partners as needed
- Receive checks on behalf of the Association and prepare deposit sheets

FACILITIES MANAGEMENT

- Maintain office supply inventory and ensure supplies are available and always organized
- Help office visitors and employees with issues related to parking, WIFI access and other related items
- Assist with troubleshooting of office equipment, including helping call for repairs

QUALIFICATIONS

- Required: A minimum of 5 years' experience of providing administrative support in a fast-paced, team-centric environment
- Required: Strong written, verbal and interpersonal communication
- Preferred: Associates Degree in Business or graduation from a four-year college/university
- Preferred: Proficient with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Office 365) and QuickBooks

This position offers competitive pay and a benefits package including but not limited to employer contribution to 401k plan, health, dental, vision and life insurance. Salary will be commensurate with experience.

How to Apply

- Please email your resume and cover letter to HR@txoga.org.
- Subject line: TXOGA Office Coordinator