



Pathways to Resilience

Position: Sr. Administrative Assistant

Salary: Depending on Qualifications

Job Type: Contract (11 months)

Location: Houston, TX

Job Number: 2025-07 and 2025-08

Department: Executive Office

Division: Administration Services

Opening Date: 01/01/2025

Closing Date: 01/31/2025

Job Summary: Pathways to Resilience, LLC is seeking a highly organized and punctual **Sr. Administrative Assistant** to support our CEO and office staff. This position requires strong phone and email etiquette, excellent organizational skills, and a high level of punctuality. The successful candidate will be responsible for ensuring smooth operations, managing schedules, and handling various administrative tasks in a fast-paced environment.

Responsibilities:

- Provide high-level administrative support to the CEO and office staff
- Manage and prioritize emails, phone calls, and other communications for the CEO
- Coordinate and schedule meetings, appointments, and travel arrangements for the CEO and team
- Organize and maintain office files, documents, and records
- Prepare and proofread executive-level correspondence, reports, and presentations
- Assist in organizing company events, meetings, and conferences
- Handle sensitive and confidential information with discretion
- Maintain office supplies and manage inventory
- Assist in the smooth functioning of day-to-day office operations

Qualifications:

- Must reside in Houston Harris County, Texas or surrounding areas.
- 5+ years of experience as a Senior Administrative Assistant, Executive Assistant, or in a similar role
- Excellent phone and email etiquette
- Strong organizational and multitasking skills with attention to detail
- Ability to manage multiple tasks and prioritize effectively
- Punctual, reliable, and highly organized
- Proficient in MS Office Suite (Word, Excel, PowerPoint) and office management software
- Excellent written and verbal communication skills
- Ability to handle confidential information with professionalism



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Preferred Qualifications:

- Experience supporting a CEO or executive leadership team
- Knowledge of office management systems and procedures
- Experience with project management tools and scheduling software
- Bachelor's degree in business administration, communications, or a related field
- Familiarity with basic accounting or financial software
- Strong problem-solving abilities and a proactive approach to tasks
- Ability to thrive in a fast-paced, dynamic environment.

Benefits:

- Competitive salary based on experience.
- Professional development opportunities.
- Flexible hours.
- Work from home (temporarily).

How to Apply: Interested candidates should submit their resume, and a cover letter to contact@p2rconsulting.com. Please include " Sr. Administrative Assistant Application Application - [Your Name]" in the subject line.

Pathways to Resilience, LLC is an equal opportunity employer and values diversity in the workplace.