

We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our employees, assisting in daily office needs and managing our firm's general administrative activities.

The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like the Google Office Suite and office equipment. If you also have previous experience as an administrative assistant or familiarity within our industry, we'd like to meet you.

Ultimately, a successful Administrative Assistant should ensure the efficient and smooth day-to-day operation of our office.

### **Responsibilities**

Answer and direct phone calls

Organize and schedule meetings and appointments

Produce and distribute correspondence letters and forms

Book travel arrangements

Provide general support to visitors

Provide information by answering questions and requests

Handle multiple projects

Contribute to team effort by accomplishing related results as needed

Carry out administrative duties such as filing, typing, copying, binding, scanning etc.

Book conference calls, rooms, taxis, couriers, hotels etc.

Handle sensitive information in a confidential manner

Reply to email, telephone or face to face enquiries in a timely manner

Resolve administrative problems

Plan and Coordinate various events for both staff and clients

### **Requirements**

Knowledge of office management systems and procedures

Working knowledge of office equipment, like printers and fax machines

Proficiency in Gmail, Google Calendar, Google Drive etc.

Excellent time management skills and the ability to prioritize work

Attention to detail and problem solving skills

Excellent written and verbal communication skills

Strong organizational skills with the ability to multi-task

Job Types: Full-time

Salary: \$3,300-3,500/mo

Submit resume to [texasgovaffairs@gmail.com](mailto:texasgovaffairs@gmail.com)