

Location

Austin, Texas

Organization

McWilliams Governmental Affairs Consultants

Position

Legislative Assistant

Job Description

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

Ultimately, a successful Legislative 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

Proven experience as an administrative assistant or office admin assistant

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

Salary is commensurate with experience

TO APPLY:

Please email a resume to office@mcwilliamstexas.com