

**Location**

Austin, TX

**Organization**

McWilliams Government Affairs (MGA)

**Position**

Administrative Director

**Job Description**

The Administrative Director will support the Chief of Staff in managing daily office operations, ensuring seamless scheduling, maintaining calendars, and coordinating staff logistics. This role requires exceptional organizational skills, attention to detail, and the ability to anticipate needs to keep the office running efficiently. The ideal candidate will be a proactive problem solver, a strong communicator, and comfortable working in a fast-paced environment with high-level executives and stakeholders.

**Key Responsibilities:**

Assist with office management and operational oversight.

Maintain and coordinate scheduling for senior staff, ensuring meetings, travel, and engagements are well-organized.

Oversee and manage firm schedules, ensuring they are prepared and in the right place with necessary materials.

Track key deadlines, follow up on outstanding tasks, and provide support to ensure efficient workflow.

Prepare briefing materials, agendas, and relevant documents for meetings.

Handle confidential and time-sensitive information with professionalism.

**To Apply:**

Please email resume to : [office@mcwilliamstexas.com](mailto:office@mcwilliamstexas.com)