

The office administrator helps with daily office operations. The position requires the ability to communicate effectively and professionally with legislative offices and clients.

The office administrator assists with administrative personnel matters, maintaining the office filing system, organizing meetings, scheduling appointments, helping to ensure equipment and supplies are available and functioning properly, and other administrative tasks as needed. Skills in organization, time management, interpersonal communication, and electronic communication and organization are required. The preferred candidate will have administrative experience and be able to adjust to a fast-paced and rapidly changing environment. Previous state legislative experience and Spanish language proficiency is preferred.

Send resume and cover letter to [office@mcwilliamstexas.com](mailto:office@mcwilliamstexas.com)