

**Job Title: Scheduler**

**Location:** On-site, Austin, TX

**Salary:** \$3,300 - \$3,500 per month

**Job Type:** Full-Time

**Overview:** Our office is seeking a detail-oriented and highly organized Office Scheduler to manage daily scheduling and administrative duties. The ideal candidate will be responsible for coordinating and maintaining calendars, scheduling meetings, and handling general office tasks such as answering phone calls, greeting clients, and assisting with office operations. This role is vital to the smooth functioning of our office, which regularly hosts notable clients and elected officials.

**Key Responsibilities:**

- Manage and maintain multiple calendars, including scheduling meetings, appointments, and events.
- Coordinate meeting logistics and ensure all participants are informed of schedules and changes.
- Answer phone calls, direct inquiries, and respond to emails in a professional and timely manner.
- Greet clients and visitors upon arrival and ensure they feel welcome.
- Assist with general office duties, including filing, ordering supplies, and handling correspondence.
- Support the office staff with additional tasks and projects as needed.

**Qualifications:**

- Strong organizational skills with an eye for detail.
- Excellent written and verbal communication skills.
- Ability to prioritize tasks and manage time efficiently.
- Professional demeanor and ability to maintain confidentiality.

**Compensation:**

- Monthly salary \$3,300 - \$3,500

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