

Thomas P. Pappas & Associates.

#### Administrative Assistant Job Description

##### Essential Functions

Manages the day-to-day administrative affairs of the office:

- Schedules appointments and meetings
- Prepares background information, summaries, and supporting documents for appointments and meetings
- Answers phones and handles printing and mailing needs
- Assists with conference and meeting planning
- Provides legislative support as needed
- Other duties as assigned.

##### Qualifications

- Excellent time management skills and the ability to prioritize work
- Working knowledge of office equipment, like printers and fax machines
- Strong organizational skills with the ability to multi-task
- Polished verbal and written communication skills
- Excellent computer skills and ability to learn new software easily

##### Benefits

- Medical, dental, and vision insurance
- 401K
- Free parking
- Paid time off

##### Salary Range

- \$40,000 - \$45,000

Please email cover letter and resume to Jackie: [jtimm@kelley-cawthorne.com](mailto:jtimm@kelley-cawthorne.com) by May 10, 2023.