CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Evan Low
Classification: Office Assistant
Posted: November 14, 2018

Assemblymember Evan Low is seeking an Office Assistant who is energetic, motivated and wants to work in a fun and fast-paced office. The office manager will assist the District Director with office duties such as organizing office operations and procedures, preparing attendance reports, responding to constituent correspondence, inputting correspondence, reviewing supply requisitions, assigning and monitoring clerical functions. Qualified candidates should be proactive self-starters who possess strong communication skills and the ability to work effectively in a team environment is essential. Assemblymember Low's District Office is located in Cupertino, CA.

Contact: Send resume to Patrick Ahrens, District Director, at Patrick.Ahrens@asm.ca.gov.