



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Asm. Ridley-Thomas

**Classification:** Executive Assistant/Scheduler

**Posted:** 10/31/2017

The Office of Assemblymember Sebastian Ridley-Thomas is recruiting an Executive Assistant\Scheduler. Candidates should demonstrate professionalism, attention to detail, strong administrative and organizational abilities, and comfort multitasking and managing the execution of multiple assignments. Duties may include event scheduling and calendar management, supplies management, logistical support, drafting and editing of correspondence, file and record management, gift reporting, and other administrative duties as assigned. Candidates must possess a baccalaureate degree, and strong written and verbal communications. Experience is preferred but not required.

**Contact:** Interested candidates should email a cover letter, resume, and professional references to [Darryl.lucien@asm.ca.gov](mailto:Darryl.lucien@asm.ca.gov)