



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Asm. Chu
Classification: Scheduler
Posted: 11/13/2017

Assemblymember Kansen Chu is seeking a Scheduler/Office Assistant for the Capitol Office. Duties include, but are not limited, to processing incoming scheduling requests on timely manner, managing the Assemblymember's calendar to ensure accuracy, and general administrative duties. The ideal candidate should be organized, meticulous and capable of working in fast-paced environment. Salary commensurate with experience.

Contact: To apply, please email your resume to John Nam at John.Nam@asm.ca.gov.