



Description

Warnock for Georgia is seeking an Administrative Assistant to join our growing team. The campaign is working to re-elect Senator Reverend Raphael Warnock to a six-year term in 2022 after he won a special election in January 2021. We are building a team committed to re-electing Senator Reverend Warnock and keeping Georgia blue in 2022. The Administrative Assistant will work with the Operations Department and Security Team to ensure that all office best practices are being followed. The ideal candidate should be friendly yet assertive and able to work in a busy environment. The candidate should also be able to prioritize competing demands and be able to handle interacting, both internally and externally, with a wide variety of people and personalities. Extreme attention to detail is required. Candidate should be comfortable dealing with sensitive information and maintain constant confidentiality. The Administrative Assistant will report directly to the Operations Director.

Duties

- Greet all visitors to the campaign office and ensure all visitor sign in procedures are followed.
- Receive and sort all campaign packages, mail, and deliveries.
- Assist the Operations Team's inventory audits, purchasing, distribution, and event planning.
- Ensure that staff office needs are being met.
- Coordinate with the campaign's security team.
- Other responsibilities as required.

Qualifications

- Minimum of 2-years professional experience in an operations or office administration role
- Ability to manage several tasks and projects at the same time
- Ability to prioritize and multi-task in a fast-paced environment
- Excellent written and verbal communication skills
- Experience working in an office setting
- Detail oriented and good follow through on tasks
- Proficiency in Google and Microsoft Office suites required
- Strong communication and interpersonal skills with the ability to interact professionally with staff and visitors.
- Ability to maintain a high level of confidentiality

Position: Administrative Assistant

Reports to: Operations Director



Salary: \$4,000 monthly

Location: Based in Atlanta, Georgia.

Benefits: Eligible for UnitedHealthcare medical insurance along with vision and dental policies.

Hours: This position's schedule will vary based on the needs of the campaign and will require evening and weekend work over the course of the election cycle.

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To Apply: Send resume to jobs@warnockforgeorgia.com with "Administrative Assistant" in the subject line of the email and three professional references.

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Warnock for Georgia is an equal opportunity employer and prohibits discrimination and harassment of any type. We welcome applicants from any educational background, race, ethnicity, religion, creed, sexual orientation, gender identity, gender expression, sex, age, immigration status, citizenship status, national origin or ancestry, marital status, pregnancy, criminal record, mental or physical disability or disorder, HIV antibody status, parental or familial status, or veteran status, or any other characteristic protected by federal, state or local laws.