



**ASSEMBLYMEMBER AL MURATSUCHI  
66<sup>TH</sup> DISTRICT, CALIFORNIA**

**JOB OPENING  
Office Assistant  
District Office - Torrance, CA**

The Office of Assemblymember Al Muratsuchi is seeking to immediately fill a temporary a part-time job opening for an entry-level **Office Assistant** based in his Torrance District Office.

**Position Description**

The Office Assistant is primarily charged with administrative office duties such as providing general support to the District Director and staff, answering phones, fielding and routing constituent inquiries, conducting research and database collection, sorting mail, and drafting letters, along with other duties as assigned.

Successful candidates will possess strong communication skills, the ability to multitask, attention to detail, the ability to prioritize in a fast-paced environment, work cooperatively and courteously with others and have the temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.

**Minimum Qualifications / Education Required:**

- Office /administrative experience.
- Strong organizational skills and attention to detail.
- Good computer skills, including proficiency and experience with Microsoft Word, Excel, Outlook, and Power Point.
- Strong communication, analytical, and organizational skills and attention to detail, as well as an ability to relate well with individuals of diverse backgrounds.
- Candidate must have impeccable customer service manners.
- Candidate must have a thorough understanding of government agencies and structure (city, county, state, and federal).
- Must be able to work efficiently and effectively as a member of a team, be able to meet strict deadlines, balance multiple projects simultaneously, and work under pressure.
- Candidates should demonstrate a positive attitude, commitment to excellence , and flexibility .
- Bachelor's degree from an accredited four-year college or university preferred.
- Salary is based on experience.

**To Apply :**

Interested applicants should e-mail a résumé with references, cover letter, and two writing samples to [Melissa.Ramoso@asm.ca.gov](mailto:Melissa.Ramoso@asm.ca.gov). Please write **Office Assistant Position** in the subject line. No phone calls or walk-ins accepted.

**Deadline for submission is August 8, 2018.**