



PUBLIC AFFAIRS

Bicker, Castillo, Fairbanks & Spitz

Position: Administrative Assistant

Overview & Purpose

[Bicker, Castillo, Fairbanks & Spitz \(BCFS\) Public Affairs](#), one of California's leading public affairs and ballot measure campaign firms, is seeking an Administrative Assistant to provide a full range of project management and general support to BCFS Public Affairs' Director of Operations, its partners and staff. This position will provide general office support including scheduling, managing the reception area, answering phones, coordinating IT, managing office supplies, conducting research and other duties.

Position Responsibilities

- Manage front desk reception by welcoming clients and answering incoming calls
- Assist with scheduling and calendar invite management for partners and staff
- Serve as liaison between staff and contract IT consultant
- Coordinate logistics for meetings including setting up Conference Room and catering
- Mail and shipping
- Input and update information in databases and spreadsheets
- Maintain office supplies and order as needed
- Daily client clips
- Provide project support for various assignments
- Create and edit Microsoft Office documents, including Word, PowerPoint & Excel

Knowledge, Skills, and Abilities

- Experience as Administrative Assistant or similar position with independent responsibilities and various project-based assignments
- Excellent communication skills with a client-centered and team approach
- Proficient in Microsoft Excel, Microsoft Office, PowerPoint and ability to learn new technology and web-based programs
- Well-developed business communication skills, including grammar, punctuation, and spelling
- Flexible and adaptable to challenges and changes with the ability to prioritize workload
- Ability to maintain composure under pressure and deadlines in a campaign environment
- Extremely organized and proactive self-starter

Compensation: Competitive pay, bonuses and benefits, including health, dental and vision insurance, 401k match and profit-sharing plan, 10-15 PTO days and all major holidays, parking downtown, paid cell phone and other benefits.

To Apply:

Interested parties should send a resume and cover letter to Stacie Sandoval, Director of Operations, ssandoval@bcfspa.com