



SENATE HUMAN RESOURCE SERVICES

Applicants sought for

Administrative Specialist

The Senate is seeking to fill the position of Administrative Specialist for Senate Operations Services.

EXAMPLES OF WORK:

1. Coordinates logistics of moving staff and member office furniture and equipment.
2. Assists in supply maintenance and distributes mail and packages to staff and members.
3. Coordinates general maintenance and housekeeping of the Senate areas of the State Capitol, Capitol Annex, and Pentagon Barracks buildings with various state agencies.
4. Maintains inventory of Senate equipment, furniture, and office supplies and assists with invoicing.
5. Supports hospitality needs for internal and external group meetings.
6. Coordinates maintenance and constructions projects with buildings and grounds personnel and private contractors.

MINIMUM QUALIFICATIONS:

High school graduation plus ten years of experience in facility maintenance and repair work, preferably in legislative or governmental work, which required responsibility for completion of routine office tasks with minimum supervision.

SUBSTITUTIONS:

A baccalaureate degree will substitute for required work experience on a year for year basis.

If you desire to be considered for the position of Administrative Specialist, please complete a Senate Application and email or hand deliver it to Senate Human Resources, Capitol Annex, Room B9, SenateJobApplications@legis.la.gov by 4:00 pm, Friday, March 17, 2023.