

Office Assistant Needed

An Oakland, CA-based professional consulting firm that works with AC Transit, BART, and other transit agencies seeks an office assistant to work at its corporate headquarters on a part-time basis not to exceed 16 hours per week. In this position you will support the Business Development Department by updating documents and mailing lists, managing files, doing outreach through social media, and performing other general office clerical duties.

If you have a positive attitude, have the ability to manage your time well, and want to work with and support a wide variety of people, this job is for you. The pay is \$15 per hour.

The ideal candidate is motivated and has the following skills:

- The ability to follow directions, work independently, prioritize projects and meet tight deadlines
- Internet savvy and intermediate computer skills with experience using the Microsoft Office Suite, including Outlook, Word, Excel and PowerPoint
- Knowledge of office administration, including time management, data entry, document control and filing and email correspondence
- Strong verbal and written communication skills, including basic business-writing skills
- The ability to stay focused while interfacing with managers and team members as well as members of other organizations and the public
- Web posting and social media experience (knowledge of WordPress is a plus)
- The flexibility to assist other team members, as needed, to reach milestones
- The desire to learn new skills and take on more responsibility

Desired but not required skills include:

- Photography, video production and/or graphic design skills
- Familiarity with the transportation industry or public transportation in the San Francisco Bay Area

You must use the [APPLY](#) link below to apply for this position. The link will direct you to the Careers Portal on our website. Please submit your cover letter describing why you are the ideal candidate for the position and your resume. Please submit your documents in Microsoft Word format.

[APPLY](#)