



# Administrative Assistant

**OUR MISSION...** To provide a clean, comfortable, and safe environment on Capitol Hill.

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta.

### Job Information

**Job Type:** Full Time

**Number of Vacancies:** 1

**Unit:** External Affairs

**Hiring Salary:**

\$30,100 (Min)-\$42,110 (Mid)-\$54,120 (Max)

**Location:** Atlanta, GA

**Opens:** April 18, 2024

**Closes:** May 02, 2024

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**

Applicants who require accommodations for the application process should contact 404-463-5664 or e-mail [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

### TO APPLY:

Email **resume** in Microsoft Word or PDF format to: [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov) with the following in the subject line of your email: **Administrative Assistant**



Our goal is to be a diverse workforce that is representative of the citizens we serve. GBA does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. GBA is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit, and business need.

### Position Overview

**GBA Overview:** In addition to a competitive salary and career growth opportunities, the Georgia Building Authority (GBA) offers a generous benefits package, which includes employee retirement plan (including a 401(k) plan with up to 5% employer matching); paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment insurance, healthcare, and childcare flexible spending accounts.

**Position Description:** Under general supervision, the Administrative Assistant serves as the initial point of contact for visitors to the office and callers on the telephone. Duties include responding to all forms of inquiries from the public and assisting the Executive Assistant in performance of the Executive Assistant's administrative functions including, but not limited to, general filing and copying, typing correspondence, maintaining calendars and other general administrative tasks. Attends training as required. The Administrative Assistant also performs other job-related duties as assigned.

**Minimum Qualifications:** Associate degree from an accredited college or university or two years of related experience.

**Preferred Qualifications:** Experience working in State Government.

**Competencies:** Strong written, verbal and customer service skills; ability to collect and organize information. Ability to plan and prioritize work. Ability to initiate, compose and accurately type correspondence and administrative documents. Ability to use and maintain directories, lists and other manuals. Must be a team player with initiative and flexibility. Ability to provide superior customer service to a diverse customer group. Proficient in the use of Microsoft Office Suites including Excel, Outlook, and Word.

**This position is subject to closing at any time once a satisfactory applicant pool has been identified.**

The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check, and drug screen.

Due to the large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. Notifications will only be sent to applicants who are selected for the interview.

Please visit our website at [www.gba.ga.gov](http://www.gba.ga.gov) for additional GBA career opportunities.