

STAFF ASSISTANT

Committee on Ethics has an immediate opening for a Staff Assistant. This position requires an individual who is non-partisan and can handle highly sensitive information. Responsibilities include: greeting visitors and answering telephones; assisting with the tracking and processing of committee correspondence; and providing administrative support in the setup of committee meetings. Applicants must have excellent organizational skills and professional telephone manner; proficiency in Microsoft Word and Excel; ability to work cooperatively and courteously with others; ability to use good judgment in responding to inquiries and requests; and flexibility in assisting with daily tasks and projects. Applicant instructions: Interested candidates should submit a resume and cover letter by email to Ethicsjobs@mail.house.gov

Position Available:	Staff Assistant
Office/Location:	US House of Representatives, Washington DC
Closing Date:	Until Filled
Salary Level/Range:	Commensurate with Experience
Proposed Starting Date:	Immediate