



Job Opening: Executive Assistant

This position is available immediately in our **Montgomery, AL** office.

Anzalone Liszt Grove Research is a nationally-recognized Democratic polling firm with corporate headquarters in Montgomery, AL and offices in Washington, DC, New York, Boston, Chicago, and Hawaii. ALG is looking for an intelligent, persistent, and extremely organized project manager and assistant who can facilitate the daily needs of ALG's President and support other partners as needed. Applicant must be a self-starter who can move forward with little direction and is not afraid to ask questions.

Primary responsibilities include:

Executive Assistant Responsibilities

- Coordinating daily personal and professional schedule of ALG President and other partners to keep projects on track
- Maintaining and monitoring calendar, e-mail, and contact database
- Booking and planning national and international travel, meetings, transportation and submitting travel expenses
- Scheduling client calls and participate in all client conference calls and noting action items for ALG staff
- Constant follow up and persistence ensuring completion of deliverables for clients and staff
- Coordinate communication between President and Partners and associates in other offices

Project Management Responsibilities

- Monitoring all projects for ALG President
- Keeping track of client needs and deadlines and ensuring project timeline is followed
- Follow project checklist for every project
- Researching & creating proposals, pitches, presentations, and other items for clients
- Create, review and proofread client documents and questionnaires
- Serving as point of contact for clients working with ALG President
- Interfacing with ALG Project Staff and Partners on day to day needs

Preference given to candidates who possess the following:

- Experience in project management
- Strong attention to detail in writing and reviewing documents
- Proven ability to multi-task and highly organized
- Bachelor's degree

Anzalone Liszt Grove Research offers a competitive salary and benefits package that includes employer-paid health insurance and yearly discretionary bonuses. Email resumes to andrea@algpolling.com. Open until filled.