

ALG POLLING

JOB OPENING: Executive Assistant

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

ALG Polling is a nationally recognized Democratic polling firm with offices in Washington, DC, Boston, Chicago, New York and company headquarters in Montgomery, AL. ALG is looking for an intelligent, diligent, and extremely organized project manager and assistant who can facilitate the daily needs for our Partners. 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 schedules of ALG Partners to keep projects on track
- Maintaining and monitoring calendar, e-mail, and contact database
- Booking and planning travel, meetings, transportation and submitting travel expenses
- Scheduling client calls and participate in client conference calls and noting action items for ALG staff
- Consistent follow up and persistence ensuring completion of deliverables for clients
- Coordinate communication between Partners and associates in other offices

Project Management Responsibilities

- Monitoring all projects for ALG Partners
- 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 Partners
- 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

ALG offers a competitive salary and benefits package that includes employer-paid health insurance. Email resumes to andrea@algpolling.com. Open until filled.

ALG is an equal opportunity employer. We value a diverse workforce and an inclusive culture. ALG encourages applications from all qualified individuals without regard to race, color, religion, gender, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, and veteran status. Women, people of color, and LGBTQ individuals are strongly encouraged to apply.