



- Experience operating light trucks and other equipment used in moving furniture.
- Ability to travel throughout the state of California on overnight trips when needed.
- Ability to bend, twist, reach, lift, push and pull as necessary.
- Ability to lift, push, carry, pull, move a variety of packages, in the Capitol, the Legislative Office Building, and throughout the State of California weighing up to 150 lbs.
- Communicates clearly and concisely.
- Ability to take initiative and problem solve.
- Well organized and able to manage time effectively.
- Strong attention to detail.
- Knowledge of Microsoft Office Tools (i.e. Word, Excel, and Outlook).
- Establishes and maintains cooperative relationships.
- Work safely and effectively under pressure.
- Valid California driver's license, practice safe driving procedures and favorable driving history.
- Ability to work additional hours based upon business needs.

**Contact:** Submit cover letter and resume to:  
[Human.Resources@asm.ca.gov](mailto:Human.Resources@asm.ca.gov).