

Outreach and Engagement Specialist

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$28.50 to \$33.00 hourly

Employment status: Contract / Temporary to Hire

Description

A large, dynamic firm is seeking an Executive Assistant. We need someone who is professional and highly-skilled, and ready to maintain various administrative duties for executive management. If you're looking for work as an Executive Assistant, this long-term contract / temporary to hire position in the Washington, District of Columbia area is ideal for you!

Key responsibilities

- Screen calls
- Formulating presentations
- Instruct and direct other support staff and customer relations
- Plan travel and meeting arrangements
- Produce reports and financial data

Requirements

- Comprehensive knowledge of Calendar Management
- Familiarity with using the internet for research tasks
- Excellent organizational skills, ability to multitask, an eye for detail and previous project management experience

A dynamic company is seeking an individual to support senior management at an influential and progressive company. Receive fair compensation and grow your career in this amazing opportunity. We are looking for a passionate individual who is serious about growing their career as an Executive Assistant. This opportunity is with a dynamic company in a quality environment. If this sounds of interest to you, contact us today!

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

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