The CareerCatchers, Inc. (4873)
To: Employment Counselor
Date: 03/29/2024

Robert Half®
is now hiring!

20910

Silver Spring, MD, 20910

Executive Assistant

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: $20.00 to $26.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is looking for an experienced Executive Assistant who enjoys problem-solving and taking on new challenges in a fast-paced environment. The Executive Assistant must have a strong background in MS Office, travel arrangements, calendar management, and have excellent communication skills. The Executive Assistant must have experience in booking travel domestic and international and the ability to prioritize changing deadlines. A company in the Silver Spring, Maryland area is seeking a skilled Executive Assistant for a contracted / temporary position.

Key responsibilities

-Responsible for scheduling and calendar management in MS Outlook

-Responsible for travel arrangement for domestic and international travel

-Educate and run other support staff and customer relations

-Scheduling and preparing itineraries for meetings

-Board meeting support, including minutes, and scheduling logistics for conferences

- Perpetuate a number of different office filing processes and offer general office filing and faxing support

Requirements

- Excellent social skills and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors

- Strong organization skills with a sense of urgency and capable of prioritizing multiple tasks

- Experience with Calendar Management

- Comprehensive knowledge of Administrative Assistance

- Command of navigating basic office equipment and protocols

- Deep understanding of Basic Office Equipment

- Familiarity with using the internet for research tasks

- Observant, accurate and able to thrive in a fast-paced environment

- Available to work in-office and be commutable to Silver Spring, Maryland

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-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. Download the Robert Half app and get 1-tap apply, instant notifications for AI-matched jobs, and more.

Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit https://roberthalf.gobenefits.net/ for more information.

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

This Job Posting will expire in 10 days.