

## 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 \$30.00 hourly  
**Employment status:** Contract / Temporary

### Description

Are you an experienced Executive Assistant with a strong, vibrant personality? Robert Half is seeking Executive Administrators who will support the executive teams for our clients in the Dulles area.

Our clients are seeking an accomplished and talented Executive Assistants who want to play a vital role with the organization. The ideal Executive Assistant will have strong organizational skills, the ability to take initiative, be able to prioritize tasks independently, and have a 'service-oriented' demeanor. The Executive Assistant will retain an organized presence and apply their strong communication skills to effectively manage upwardly to members of senior management, while fostering successful relationships through direct interaction with peers and clients.

The Executive Assistant will be responsible for keeping the executives on track for meetings and travel, and will be optimizing executive's time by reading, researching, and routing correspondence. Must be extremely detailed-oriented and proactive. The Executive Assistant is also responsible for dealing with highly confidential information and will act as the first point of contact (greeting guests and clients on the telephone and answering or directing inquiries for vendors). Additional responsibilities will be to assist with planning activities, marketing event coordination, and other general administrative duties as assigned.

The Executive Assistant must have prior Executive Assistant experience, be detail-oriented, possess strong communication (both oral and written) with proficiency in Microsoft Office (Word, Excel, and Outlook), and have the ability to anticipate needs proactively.

### Requirements

- Work experience as an Executive Assistant, Personal Assistant or similar role
- Excellent Microsoft Office knowledge
- Outstanding organizational and time management skills
- Familiarity with office gadgets and applications (e.g. e-calendars and copy machines)
- Excellent verbal and written communications skills
- Discretion and confidentiality

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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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