

## Administrative 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:** \$21.00 to \$24.00 hourly  
**Employment status:** Contract / Temporary

### Description

We have a great opportunity for a Contract to hire Administrative Assistant to join our client in the Mclean area. In this role, you will perform various administrative and office support duties, improving and creating efficiencies for 2 Senior VP's. We are looking for people who are deeply passionate about growing their careers as an Administrative Assistant. If you're looking for a long-term contract Administrative Assistant position in the Mclean area, this could be the job for you.

#### Primary Responsibilities:

- Data entry and maintenance of scanned/electronic files according to company procedure
- Provides phone support, correspondence distribution, and preparation of reports.
- Schedule and coordinate meetings and events
- Assisting Senior VP's travel arrangements and invoices
- Support diverse projects for other employees

### Requirements

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- 1) Bachelor's Degree Preferred - Business related helpful, but not required
- 2) Proficient with computers – MS Windows, MS Office, Other general applications
- 3) Excellent written and communication skills
- 4) Strong analytical thinking and problem-solving skills
- 5) Travel within the Mclean area is necessary, access to a car is required
- 6) Need to come into office Monday through Friday-no remote work

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