

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: \$23.75 to \$27.50 hourly
Employment status: Contract / Temporary

Description

There is an opening at a large, dynamic firm for an Executive Assistant. We need someone who is professional and highly-skilled, and ready to maintain various administrative duties for executive management. Candidates looking for work in the Arlington, Virginia area will be interested in this long-term contract / temporary Executive Assistant position.

Major responsibilities

- Ensuring material is presentation ready
- Plan travel and meeting arrangements
- Monitor calls
- Coach and be responsible for other support staff and customer relations
- Put together reports and financial data

Requirements

- Skills in internet research
- Outstanding organizational skills, ability to multitask, an eye for detail and previous project management experience
- Travel experience desired

Grow your career and skill set in this amazing opportunity to directly work with senior management. This position is based with a company that offers a great company culture and competitive compensation! We are looking for a self-starter who is serious about growing their career as an Executive Assistant in a quality environment. If this opportunity interests you, contact us today to discuss your career!

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