

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

Put your mastery of administrative duties to good use as an Executive Assistant to a management team. The position is available through Robert Half. You will have the opportunity to work in a challenging and rewarding environment where hard-work and quick thinking are rewarded. This Executive Assistant role is located in the Alexandria, Virginia area and is a long-term contract / temporary employment opportunity.

Major responsibilities

- Assemble reports and financial data
- Handle incoming calls
- Preparing projects for presentations
- Organize travel and meeting arrangements
- Coach and be responsible for other support staff and customer relations

Requirements

- Internet research skills
- Strong familiarity with expense reports
- Microsoft Excel experience preferred
- Calendar Management experience desired
- Adeptness in Microsoft Word
- Expertise in calendar managements and scheduling appointments
- Experience with Microsoft Outlook
- Top-notch organizational skills, ability to multitask, an eye for detail and previous project management experience

This is a great opportunity for you to take your career to the next level by directly supporting senior management in a dynamic firm with competitive compensation! If you are a driven individual who is passionate about growing your career as an Executive Assistant in a quality environment, we would love to hear from you! Contact us today!

-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.

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

This Job Posting will expire in 10 days.