

## 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

If you're looking for a position at a large, dynamic firm, this Executive Assistant position might be right for you! If you are professional and highly-skilled, and ready to maintain various administrative duties for executive management, you might be right for this position! Are you looking for a short-term contract / temporary position in the Arlington, Virginia area? Check out this Executive Assistant opportunity!

Your responsibilities

- Preparing projects for presentations
- Handle incoming calls
- Train and oversee other support staff and customer relations
- Organize travel and meeting arrangements
- Arrange reports and financial data

### Requirements

- Database experience preferred
- Calendar Management experience desired
- Top-notch organizational skills, ability to multitask, an eye for detail and previous project management experience
- Internet research skills

Receive the chance to directly support senior management at a company with a great company culture and generous compensation. This opportunity is perfect for candidates seeking to grow their career as an Executive Assistant in a quality environment. Contact us today to discuss your career path!

-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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

**This Job Posting will expire in 10 days.**