

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: \$29.00 to \$34.00 hourly
Employment status: Contract / Temporary

Description

Our client is seeking an experienced Executive Assistant for a long-term contract opportunity located in the South Metro area. To be successful in this Executive Assistant position, you will be proficient with tasks such as creating reports, calendar management, taking meeting minutes, and preparing presentation materials. We are seeking applicants with 3-5+ years of previous Executive Assistant experience within a corporate company environment.

Job Responsibilities:

- Answer phones and route calls to the correct internal department and take messages as needed
- Gather materials for meetings and assist with preparing presentations utilizing Word and PowerPoint
- Create and run reports utilizing Excel
- Take meeting minutes
- Coordinate travel arrangements
- Schedule meetings and manage multiple calendars
- Perform office duties which may include ordering office supplies, filing, scanning, and faxing
- Provide general administrative support

Requirements

- 3-5+ years of Executive Assistant experience within a corporate environment
- Proficient with MS Office suite
- Professional demeanor with ability to problem-solve in a fast-paced role
- Excellent and effective verbal and written communication skills
- Strong attention to detail skills

If you are interested in applying, please click the APPLY NOW button and contact our office today! Call 952-882-9919 and ask for Darcey Mickelson for more information. We look forward to hearing from you!

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This Job Posting will expire in 10 days.