

## 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:** \$29.69 to \$34.38 hourly

**Employment status:** Contract / Temporary to Hire

### Description

Candidates looking for Executive Assistant opportunities will be interested in this position at a large, dynamic firm. If you are professional and highly-skilled, and ready to maintain various administrative duties for executive management, you might be right for this position! If you're looking for work as an Executive Assistant in the Irvine, California area, this short-term contract / temporary to hire position is ideal for you!

Your responsibilities

- Instruct and direct other support staff and customer relations
- Organize travel and meeting arrangements
- Preparing projects for presentations
- Put together reports and financial data
- Screen calls

### Requirements

- Skills in internet research
- Proficiency in Maintain Calendar
- Manage Calendar experience preferred
- Background working with Administrative Office
- Earlier work involving Administrative Oversight
- Good understanding of Administrative Policy
- General familiarity with Administrative Assistance
- Demonstrated knowledge of Microsoft Office 365
- Adeptness in Microsoft Office
- Comprehensive knowledge of Calendar Management
- Expertise in Google Calendar
- Administrative management experience highly preferred
- Managing Calendar experience highly desired
- Practical knowledge of Administrative experience
- Excellent organizational skills, ability to multitask, an eye for detail and previous project management experience

This is an amazing opportunity to directly support senior management in a progressive company that offers competitive compensation! We are seeking a passionate candidate who is a self-starter and eager about growing their career as an Executive Assistant. If this sounds like you, contact us today to begin your career!

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