

## 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:** \$120000.00 to \$130000.00 yearly  
**Employment status:** Permanent

### Description

Robert Half is partnering with a company looking for an Personal Executive Assistant. Must be able to work ONSITE in Newport Beach, CA.\*\*

Responsibilities, in part:

- \*Perform all personal and administrative tasks for the Chairman/CEO (with significant portion of time being spent on personal matters)
- \*Schedule meetings, manage active calendar
- \*Expense reporting
- \*Maintaining records and documents
- \*Conduct research and analysis on varying topics
- \*Personal needs (for example ~ personal shopping, obtaining challenging restaurant reservations, planning philanthropic and personal events/parties, managing home activities with household staff, light errands as needed, etc).

### Requirements

- \*Must be able to work ONSITE in Newport Beach, CA.\*\*
- \*Bachelors Degree required
- \*Experience with Calendar Management and Travel Arrangements
- \*Exceptional self-starter who naturally takes initiative without direction
- \*Able to anticipate and stay ahead of the needs of the CEO
- \*Strong communicator with the ability to collaborate with outside parties on behalf of the CEO
- \*Tech savvy and highly organized

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