

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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