

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 04/25/2024



95050
Santa Clara, CA, 95050

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: \$35.00 to \$40.00 hourly
Employment status: Contract / Temporary

Description

Provide Admin assistance to C-Level Executives.

You will be reviewing, prioritizing, and responding to emails; answering and returning phone calls; organizing documents; maintaining records; taking notes at meetings, and any other administrative tasks that help the executive perform their job.

Requirements

- 2-4 years experience.
- Advanced computer skills including word processing spreadsheet presentation and database software Slack preferred
- Possesses strong interpersonal skills leadership negotiation analytical and problem-solving skills.

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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.

Requirements

- The ability to multi-task and work in a fast-paced environment is a must
- The Executive Assistant will work as part of an EA team and should be well versed in MS Office, especially Outlook calendaring, Expense Reports (Concur), and booking Travel, Car and Hotel Arrangements

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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.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.

