

Sr. 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: \$23.75 to \$27.50 hourly

Employment status: Contract / Temporary to Hire

Description

We currently have a long-term contract / temporary to hire opening for an intelligent, highly-skilled Sr. Administrative Assistant in a growing company. This original and stable company offers a rewarding work environment with fulfilling challenges and is based in the Palo Alto, California region. Are you a hard worker who can tackle multiple projects at the same time while keeping a smile? Then this position is the opportunity for you.

RESPONSIBILITIES:

- Act on behalf of the supervisor, department manager, or chair in regards to establishing priorities, identifying, and resolving problems that are administrative in nature
- Event coordination and heavy calendaring management
- Research and/or write background information for meetings
- Participate in meetings on supervisor's behalf, inform after the fact.
- Oversee and/or perform duties associated with scheduling, organizing, and operating complex conferences, seminars, and events, including arranging with vendors for services, overseeing the production and distribution of materials, administering logistics, and managing event within budget.
- Compose and draft documents and correspondence for presentations, course handouts, grants, conferences, seminars, and reports; perform substantial research editing and fact checking.
- Oversee and/or process a variety of complex financial transactions; produce, monitor, and reconcile budget statements; research, identify, and resolve discrepancies.
- Plan and schedule calendar(s) without prior consultation, resolve calendaring conflicts, and arrange travel in compliance with unit, university, and sponsor policies.

Requirements

REQUIREMENTS:

- Proficiency in MS Office
- At least 1 year of calendaring support for management or executive staff members
- At least 5 years of administrative experience
- Must be resourceful, ambitious, and independent
- Must show longevity in previous roles

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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.