

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 04/23/2024



95128  
San Jose, CA, 95128

## 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:** \$23.00 to \$26.00 hourly  
**Employment status:** Contract / Temporary

### Description

Are you crazy organized, meticulous and love making sure leaders stay on top of their game? Do you thrive in a fast-growing environment? Are you relentless in your development? We have a home for you!

A large tech company is looking for a Senior Administrative Assistant to support their Security Leadership Team! Role is expected to last 3 month, but could possibly extend. This is an amazing opportunity and this position is very visible.

### Requirements

- Create spreadsheets including formulas, charting and graphing data in Microsoft Excel
- Arrange in-house meetings including scheduling meeting rooms, coordinating schedules of attendees and greeting guests
- Process and reconcile expense accounts thru Concur System
- Organize incoming mail
- Creates and distributes general correspondence
- Travel (International and Domestic)

For immediate consideration, please call or text Desiree (408) 961-2983

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