

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 04/15/2024



94039

Mountain View, CA, CA, 94039

## 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:** \$25.00 to \$30.00 hourly

**Employment status:** Contract / Temporary to Hire

### Description

- Arranging staff meetings and scheduling appointments
- Answering or transferring phone calls and taking messages for select staff members
- Maintaining the office calendar
- Writing memos, correspondence, invoices, receipts, spreadsheets and other reports as needed
- Keeping the office database and filing system up to date and organized
- Purchasing office supplies and work with vendors
- Working with office equipment vendors to purchase and maintain office equipment such as printers and fax machines
- Sorting and delivering all mail and faxes

### Requirements

- Strong leadership skills
- Excellent written and verbal communication
- Experience with various forms of office software ( MS Office and G-Suite)
- Able to write reports and presentations out of Excel and PPT
- Good interpersonal skills
- Ability to work with staff across multiple departments
- Ability to work with budgets and create spreadsheets

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