

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/01/2024



94305
Stanford, CA, 94305

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: \$28.50 to \$33.00 hourly
Employment status: Contract / Temporary to Hire

Description

Now searching for a Sr. Admin Assistant. This person will be responsible for scheduling meetings with internal/external stakeholders. This person will attend meetings with the team and take notes. Additionally, coordinating meetings between public speakers and making sure they're in the correct meeting space. Create speaker bios (300+ speakers). Process contracts and update them into the internal system. Managing up to 5 calendars. Looking for someone to hit the ground running and show up ready to make this conference a success. We are looking for someone with a supportive personality with a drive to help people and their teams.

Requirements

Smartsheet, MS Excel, Calendar Management, Educational Events, Event Coordination, Contract Management, Contracting Processes

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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.