

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/18/2024



94085
Sunnyvale, CA, 94085

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: \$33.25 to \$38.50 hourly
Employment status: Contract / Temporary to Hire

Description

If you're looking for work as an Executive Assistant, this opening for a professional, highly-skilled candidate at a growing, dynamic firm might be right for you. We are looking for someone who can maintain various administrative duties for executive management for this Executive Assistant position. Candidates looking for long-term contract / temporary to hire employment might want to consider this Executive Assistant position in the Sunnyvale, California area.

What you get to do every day

- Coordinating presentations
- Train and oversee other support staff and customer relations
- Put together reports and financial data
- Screen calls
- Make travel and meeting arrangements

Requirements

- Skills in internet research
- Excellent organizational skills, ability to multitask, an eye for detail and previous project management experience
- Comprehensive knowledge of Google Suite

Receive the chance to directly support senior management at a company with a great company culture and generous compensation. We are looking for a passionate individual who is serious about growing their career as an Executive Assistant. This opportunity is with a dynamic company in a quality environment. If this sounds of interest to you, contact us today!

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