

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: \$27.00 to \$30.00 hourly
Employment status: Contract / Temporary

Description

Do you have what it takes to support CEOs? Robert Half Fremont is seeking an Executive Assistant who can support C-level executives for our client in Fremont, CA. The Executive Assistant must be able to act independently and cohesively with only general supervision to fulfill the overall objective of assuring an efficient and highly organized finance administrative function. The Executive Assistant is responsible for providing high-level senior finance leader analysis, project management, analytical support, systems access/technical administration, onboarding of staff, and working in conjunction with and/or act on behalf of Finance administration leadership.

Responsibilities:

- Schedule meetings for Senior Executives and other members of management, including issuing invitations, scheduling conference rooms, assembling background materials, preparing agendas, recording action items
- Assist with creating and modifying PowerPoint presentations
- Manage correspondence between departments
- Prepare and submit expense reports
- Ability to manage sensitive and confidential information; high degree of discretion and professional acumen
- Coordinate internal and external meetings, conferences, and teleconferences including various lunch meetings and training sessions
- Manage travel arrangements for the team
- File and retrieve documents and reference materials
- Perform various administrative functions including filing, copying, faxing, etc.
- Maintain strict confidentiality in performing all duties

Requirements

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- Previous experience in office manager or administrative position
- High school diploma necessary, bachelor's degree preferred
- Strong communication skills (verbal and written)
- Excellent MS Office skills
- Superior decision-making and problem-solving skills
- Flexible and able to adapt to dynamic environment

Robert Half offers full benefits, 401(k), paid time off, and professional enrichment opportunities. Apply today; we really look forward to hearing from you!

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Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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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.