

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



94303  
Palo Alto, CA, 94303

## 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:** \$34.04 to \$39.41 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

This Executive Assistant position might be right for you if you want to work at a large, dynamic firm! The ideal candidate will be professional and highly-skilled, and ready to maintain various administrative duties for executive management. Located in the Palo Alto, California area, this position is ideal for Executive Assistants seeking long-term contract / temporary to hire employment.

What you get to do every single day

- Support 3 C-Level executives
- Educate and run other support staff and customer relations
- Prepping for meetings via Zoom
- Monitor calls

### Requirements

- 0+ years of Executive Assistant experience is preferred
- Outstanding organizational skills, ability to multitask, an eye for detail
- Proven ability to use the internet for research
- Flexible with day to day tasks/operations
- Solid understanding of Microsoft Office, Zoom

This position offers great career growth and an opportunity to directly support senior management in a dynamic firm with competitive compensation! Are you passionate about growing your career as an Executive Assistant in a quality environment? Then we would love to hear from you! Contact us today to begin your career!

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