

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/07/2024



95113  
San Jose, CA, 95113

## 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:** \$45.00 to \$60.00 hourly  
**Employment status:** Contract / Temporary

### Description

- Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf
- Maintaining comprehensive and accurate records
- Performing minor accounting duties
- Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary
- Answering phone calls in a polite and professional manner
- Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department
- Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters

### Requirements

- 3+ years of experience in with a public company
- SCC reporting or familiarization with the auditing process
- Time management and ability to meet deadlines
- Verbal and written communication skills
- Strong organizational skills and ability to multitask
- Problem-solving and decision making
- Proactivity and self-direction
- Interpersonal skills

For immediate consideration, please call Desiree (408) 961-2983

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