

Job Train -
Menlo Park
(5924)
To:
Employment
Counselor
Date:
03/02/2024



Robert Half®

94401
San
Mateo,
CA,
94401

is now hiring!

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:** \$74000.00 to \$90000.00 yearly **Employment status:** Permanent

Description

Robert Half Direct is working with a client in San Mateo, CA who is looking for an Executive Assistant to join their team. This position will report directly to the CEO, and provide executive support. The Executive Assistant will also serve as a liaison to the board of directors and senior management teams who will organize and coordinate executive communication and oversee special projects.

Our client is looking for someone with strong written and verbal communication, administrative experience, good organizational skills, and able to multitask. You will be given the ability to work independently on projects and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Requirements

- Experience working with C-Level executives
- Calendar Management
- Liaison

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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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.