

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



95128
San Jose, CA, 95128

Administrative 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: \$23.00 to \$26.00 hourly
Employment status: Contract / Temporary

Description

Are you crazy organized, meticulous and love making sure leaders stay on top of their game? Do you thrive in a fast-growing environment? Are you relentless in your development? We have a home for you!

A large tech company is looking for a Senior Administrative Assistant to support their Security Leadership Team! Role is expected to last 3 month, but could possibly extend. This is an amazing opportunity and this position is very visible.

Requirements

- Create spreadsheets including formulas, charting and graphing data in Microsoft Excel
- Arrange in-house meetings including scheduling meeting rooms, coordinating schedules of attendees and greeting guests
- Process and reconcile expense accounts thru Concur System
- Organize incoming mail
- Creates and distributes general correspondence
- Travel (International and Domestic)

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

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This Job Posting will expire in 10 days.