

Administrative Assistant/EA

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: \$27.71 to \$32.09 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half Healthcare Practice is currently working with a client seeking an Executive Assistant for their San Leandro location. The Executive Assistant will support their CEO directly and will provide calendar management, regularly attend meetings and be responsible for minute taking, maintaining dashboards for meetings and filings, light travel arrangements, managing CEO's emails and prioritize issues. This position will also serve as a liaison for physicians and the credentialing department.

Responsibilities

- Regularly attending meetings and minute taking
- Maintaining dashboard within Excel
- Excellent verbal and written communication skills

Requirements

- Proficiency with Microsoft office applications including Excel and Word
- Excellent written/verbal communication and organizational skills
- Ability to multitask and communicate well with individuals of all backgrounds
- High school diploma or equivalent required (AA/AS preferred), college degree preferred
- 3+ years of Admin/Executive Assistant experience
- Prior experience supporting C-level Execs
- High attention to detail as well as critical thinking and problem-solving skills

This role has an immediate start date. Candidates with the proper skill set should give us a call today!

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Questions? Call your local office at 1.888.490.3195. 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 legally 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.