

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/18/2024



95110  
San Jose, CA, 95110

## 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:** \$30.00 to \$35.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is collaborating with growing companies in the San Jose and surrounding areas looking for new executive assistants to support their executive teams!

They are looking for a self-motivated individual to manage mostly business-related tasks for the team such as creating reports, organizing travel and accommodation, taking minutes, and other organizational tasks. To do this role properly you should have a detailed understanding of the full Microsoft Office suite, be extremely fast at solving problems and have experience as an executive or administration assistant in the past.

Executive Assistant Responsibilities: Preparing financial statements, reports, memos, invoices letters, and other documents. Answering phones and routing calls to the correct person or taking messages. Handling basic bookkeeping tasks. Filing and retrieving corporate records, documents, and reports. Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives. Helping prepare for meetings. Accurately recording minutes from meetings. Greeting visitors and deciding if they should be able to meet with executives. Using various software, including word processing, spreadsheets, databases, and presentation software. Reading and analyzing incoming memos, submissions, and distributing them as needed. Making travel arrangements for executives. Performing office duties that include ordering supplies and managing a records database. Experience as a virtual assistant. Opening, sorting and distributing incoming faxes, emails, and other correspondence. Provide general administrative support.

### Requirements

Executive Assistant Requirements: Proven experience as an executive assistant or other relevant administrative support experience. In-depth understanding of entire Microsoft Office suite. High school diploma. Ability to organize a daily workload by priorities. Must be able to meet deadlines in a fast-paced quickly changing environment. A proactive approach to problem-solving with strong decision-making skills. detail oriented level verbal and written communications skills.

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Questions? Call your local office at 1.888.490.4154. 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 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.**