

## 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:** \$33.25 to \$38.50 hourly  
**Employment status:** Contract / Temporary

### Description

If you are professional and highly-skilled, this Executive Assistant position at a growing, dynamic firm might be right for you. Maintaining various administrative duties for executive management will be the main duties of the Executive Assistant role. This job could be ideal for you, if you're looking for long-term contract / temporary work as an Executive Assistant in the San Jose, California area.

What you get to do every single day

- Educate and run other support staff and customer relations
- Arrange travel and meeting arrangements
- Produce reports and financial data
- Handle incoming calls
- Preparing projects for presentations

### Requirements

- Excellent organizational skills, ability to multitask, an eye for detail and previous project management experience
- Comprehensive knowledge of Microsoft Office
- Concur experience
- Ability to use the internet for research

Receive the chance to directly support senior management at a company with a great company culture and generous compensation. This opportunity is perfect for candidates seeking to grow their career as an Executive Assistant in a quality environment. Contact us today to discuss your career path!

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