



is now hiring!

Executive Assistant	
<b>Benefits:</b> 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.	<b>Salary range:</b> \$32.59 to \$37.74 hourly <b>Employment status:</b> Contract / Temporary
<b>Description</b>	
Recruiting an Executive Assistant for a prestigious company in the Non-Profit industry, Robert Half is looking for an individual who is great with a multitude of administrative duties. You will play a critical role in supporting the ongoing operations of a growing company and be able to develop your professional experience and relationships. This Executive Assistant opportunity is located in the Mountain View, California area and is a long-term contract / temporary employment role.	
<b>Responsibilities</b>	
<ul style="list-style-type: none"><li>- Assemble reports and financial data</li><li>- Organize travel and meeting arrangements</li><li>- Handle incoming calls</li><li>- Preparing materials for presentations</li></ul>	
<b>Requirements</b>	
<ul style="list-style-type: none"><li>- Deep understanding of Zoom</li><li>- Slack experience required</li><li>- Foundational knowledge in Creative Problem Solving</li><li>- Solid understanding of Multiple Calendar</li><li>- Top-notch organizational skills, ability to multitask, an eye for detail and previous project management experience</li><li>- Proven ability to use the internet for research</li></ul>	
This is a great opportunity for you to expand your career by directly supporting senior management at a respectable company with competitive compensation! We are looking for a passionate individual who is serious about growing their career as an Executive Assistant. This opportunity is with a dynamic company in a quality environment. If this sounds of interest to you, contact us today!	
-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.	
Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. <a href="#">Download the Robert Half app</a> , and get 1-tap apply, instant notifications for AI-matched jobs, and more.	
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 <a href="https://roberthalf.gobenefits.net/">https://roberthalf.gobenefits.net/</a> 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.**