

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 07/27/2024



95134  
San Jose, CA, 95134

## 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:** \$30.40 to \$35.20 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

If you're skilled at handling a multitude of administrative tasks, Robert Half has an open position for an Executive Assistant who will work with a strong management team. You have a unique background and skills that accompany it. Put them both to work and be a part of a growing organization with a great employee culture. This Executive Assistant role is located in the San Jose, California area and is a long-term contract / temporary to hire employment opportunity.

Your responsibilities

- Vet calls
- Setting up presentations
- Organize travel and meeting arrangements
- Coach and be responsible for other support staff and customer relations
- Put together reports and financial data

### Requirements

- Top-notch organizational skills, ability to multitask, an eye for detail and previous project management experience
- Calendar Management experience
- International Travel experience
- Microsoft Excel experience desired
- Command of Microsoft PowerPoint
- Familiarity with using the internet for research tasks

This is a great opportunity for you to take your career to the next level by directly supporting senior management in a dynamic firm with competitive compensation! If you are a driven individual who is passionate about growing your career as an Executive Assistant in a quality environment, we would love to hear from 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. [Download the Robert Half app](#) 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 <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.**