

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: \$42.75 to \$45.00 hourly

Employment status: Contract / Temporary to Hire

Description

You'll be interested in this Executive Assistant position at a growing, dynamic firm, if you are highly-skilled and professional. For this Executive Assistant position, we need candidates who can maintain various administrative duties for executive management. Candidates looking for work in the Newark, California area will be interested in this long-term contract / temporary to hire Executive Assistant position.

How you will make an impact

- Put together reports and financial data
- Formulating presentations
- Manage incoming calls
- Instruct and direct other support staff and customer relations
- Make travel and meeting arrangements

Requirements

- Deep understanding of Executive Leadership
- High-level Executive experience desired
- Executive Meetings experience preferred
- Executive Presentations experience
- Experience with Administrative Assistance
- Internet research skills
- Excellent social skills, project coordination experience and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors

Grow your career and skill set in this amazing opportunity to directly work with senior management. This position is based with a company that offers a great company culture and competitive compensation! We are looking for a self-starter who is serious about growing their career as an Executive Assistant in a quality environment. If this opportunity interests you, contact us today to discuss your career!

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