

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/16/2024



94305
Stanford, CA, 94305

Sr. Administrative 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: \$30.88 to \$35.75 hourly

Employment status: Contract / Temporary to Hire

Description

- Scheduling internal/external stakeholders. A lot of coordination of schedules & information.
- Coordinating meetings between speakers and people are in the right meeting.
- Have speaker's info, bio, (300 different speakers) Some of these 300 have contracts that need to go through the process.
- Updated and put into the system.
- Managing up to 5 calendars.
- Willingness to hit the ground running.
- Need to make people feel supported.
- Will attend meetings with the team and take notes.
- Lots of speakers at the event have a process for people to be eligible to speak at the conference.

Requirements

Smartsheet, MS Excel, Calendar Management, Educational Events, Event Coordination, Contract Management, Contracting Processes

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