

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: \$28.50 to \$33.00 hourly
Employment status: Contract / Temporary

Description

There is an opening at a growing, dynamic firm for a professional, highly-skilled Executive Assistant. To succeed in this position, you will need to maintain various administrative duties for executive management. If you're looking for work as an Executive Assistant, this long-term contract / temporary position in the Santa Clara, California area is ideal for you!

Your responsibilities

- Arrange reports and financial data
- Plan travel and meeting arrangements
- Handle incoming calls
- Instruct and direct other support staff and customer relations
- Organizing presentations

Requirements

- Deep understanding of Microsoft Excel
- Scheduling experience desired
- Knowledge of PMO (project management office)
- 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
- Skills in internet research

Receive the chance to directly support senior management at a company with a great company culture and generous compensation. If you are an ambitious and passionate individual looking to grow your career as an Executive Assistant, we would love to hear from you!

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