

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/01/2024



95054  
Santa Clara, CA, 95054

## 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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