



is now hiring!

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: Temp to Hire
Description <p>If you are detail oriented and highly-skilled, this Executive Assistant position at a growing, dynamic firm in the Consulting industry might be right for you. You will be a good fit for this position if you can maintain various administrative duties for executive management. Candidates looking for work in the Charlotte, North Carolina area will be interested in this long-term temporary-to-full-time Executive Assistant position.</p> <p>What you get to do every single day</p> <ul style="list-style-type: none">- Make travel and meeting arrangements- Maintaining employee files- Produce reports and financial data- Preparing projects for presentations	
Requirements <ul style="list-style-type: none">- Background working with Handle Travel Arrangements- Comprehensive knowledge of filing- Experience with Audit Reports- Strong familiarity with HealthCare Organizations- Comprehension of auditing- Demonstrated knowledge of Calendar Management- General familiarity with Expense Reporting- Previous experience working with Book Travel Arrangements- Book Travel Arrangements experience highly preferred- Practical knowledge of detail oriented Services Agreement- HealthCare Organizations experience preferred- Good understanding of Arranging Travel- Adeptness in High-level Executive- Hands-on experience with Perform Audits- Foundational knowledge in Executive Leadership- Earlier work involving Coordinate Travel Arrangements- Executive Meetings experience highly desired- Coordinate Travel Arrangements experience highly valued- Excellent organizational skills, ability to multitask, an eye for detail and previous project management experience- Internet research skills <p>Receive the chance to directly support senior management at a company with a great company culture and generous 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!</p> <p>.</p> <p>OfficeTeam, a Robert Half Company, matches professionals in the administrative field with remote or on-site jobs on a temporary and temporary-to-full-time basis. Whether you're a seasoned administrative pro or starting your career, we have options for you. Our experienced staffing professionals can promote you to employers and advocate on your behalf. We provide access to top jobs, competitive compensation and benefits, and free online training. For more opportunities, get the Robert Half app and receive instant notifications when our AI matches your skills and experience with jobs.</p> <p>When you work with us, you're working with the best. has been recognized as one of FORTUNE's "Most Admired Companies" every year since 1998 and was named to Forbes' inaugural list of America's Best Temporary Staffing Firms.</p> <p>Questions? Call your local office at 1.888.490.4154. 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.</p> <p>© 2020 OfficeTeam. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to Robert Half's Terms of Use (www.roberthalf.com/terms-of-use).</p> <p>Apply Here For Job Posting</p>	

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.