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Executive Assistant RSCTX5053

Description
Reliable Staffing is looking for executive assistants to support executive teams in your city. You will manage mostly business related tasks such as creating reports, organizing travel/accommodation, secretarial minute reports along with other organizational/administrative tasks. Reliable Staffing is looking for men and women with a detailed understanding of Microsoft Office Suite, fast problem solving skills and previous experience as an executive or administration assistant.

Job Location
100 Congress Ave. Ste. 2000, 78701, Austin, TX, USA

Valid through
02.07.2029

Base Salary
$ 60,000 - $ 100,000

Employment Type
Full-time

Hiring organization
Global: Reliable Staffing

Contacts
jobplacements@reliablestaffing.com

Industry
Office/Administration

Skills
Understanding of entire MS Office suite. Ability to organize a daily workload by priorities and to meet deadlines in a fast-paced quickly changing environment. A proactive approach to problem-solving with strong decision-making skills and a professional level of verbal and written communications skills.

Qualifications
Expected from an executive assistant: preparing financial statements, reports, memos, invoices, letters; answering phones and routing calls to the correct person or taking messages; basic bookkeeping tasks; filing and retrieving corporate records, documents, and reports; researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives; helping prepare for meetings; accurately recording minutes from meetings; greeting visitors and deciding if they should be able to meet with executives; using various software, including word processing, spreadsheets, databases, and presentation software; reading and analyzing incoming memos, submissions, and distributing them as needed; making travel arrangements for executives; performing office duties that include ordering supplies and managing a records database; experience as a virtual assistant; opening, sorting

and distributing incoming faxes, emails, and other correspondence.

Education

It is common for Executive Assistants to have a Bachelor's Degree or associates degree. The minimum educational requirement is a high school diploma or its equivalent, most corporations prefer tertiary education.

Experience

Typically, individuals with administrative or clerical experience might transition into an Executive Assistant role within 2-4 years, as they build on their organizational, communication, and management skills.

Apply Now

REGISTER AND SUBMIT YOUR APPLICATION