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## Executive Assistant RSCTX5066

### 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

12300 Ford Rd. Suite 190, 75234, Dallas, 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](mailto: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.

**Apply Now**

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APPLICATION