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Executive Assistant RSCD5243

Description
PLEASE SEND RESUME TO george@reliablestaffing.com

Reliable Staffing is seeking for a executive assistant to support our executive team. You will manage mostly business related tasks for the team such as creating reports, organizing travel and accommodation, taking minutes, and other organizational tasks. To do this role properly you should have a detailed understanding of the full Microsoft Office suite, be extremely fast at solving problems and have experience as an executive or administration assistant in the past
Executive Assistant Responsibilities:
Preparing financial statements, reports, memos, invoices letters, and other documents.
Answering phones and routing calls to the correct person or taking messages.
Handling 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.
Provide general administrative support.
Executive Assistant Requirements:
Proven experience as an executive assistant or other relevant administrative support experience.
In-depth understanding of entire MS Office suite.

Job Location
1910 Pacific Ave Ste 17130, 75201, Dallas, TX, USA

Valid through
05.09.2029

Base Salary
$ 75 - $ 125

Employment Type
Full-time

Industry
Administrative and Support Services

Qualifications
Ability to organize a daily workload by priorities.
Must be able to meet deadlines in a fast-paced quickly changing environment.
A proactive approach to problem-solving with strong decision-making skills.
Professional level verbal and written communications skills.
4 year degree is a plus

Apply Now
REGISTER AND SUBMIT YOUR APPLICATION

Hiring organization
Reliable Staffing Corporation

Contacts
jobplacements@reliablestaffing.com