https://reliablestaffing.com/job/office-support-full-time-rscnyc4081/

Office Support-Full Time- RSCNYC4081

Description
Reliable Staffing New York looking for an experienced Executive Administrative Assistant to support a high level executive for our client on the north side. Job responsibilities include the following: Take dictation, transcribe notes, and compose memos; Coordinate travel arrangements; Schedule appointments and meetings; Answer phone calls, giving messages as needed; Create presentations in Microsoft PowerPoint; Generate reports in Microsoft Excel; May assist with financial information and reporting with regards to the budget, expense reports, etc.

Job Location
501 Fifth Avenue, 3rd Floor, 10017, New York City, New York, United States

Valid through
18.09.2029

Base Salary
$ 32,049 - $ 46,685

Employment Type
Full-time

Hiring organization
Reliable Staffing Corporation

Contacts
jobplacements@reliablestaffing.com

Industry
Administrative and Support Services

Qualifications
In order to be considered for the Executive Administrative Assistant position, candidates must meet the following criteria: Minimum 3 years of experience in an executive administrative role, supporting a high level executive; Experience with all of the areas in the job description; High proficiency with Microsoft Office (Word, Excel, PowerPoint) version 2007 or 2010; Bachelors degree is strongly preferred; Requires good organization, follow-up and communications skills; Relies on experience and judgment to plan and accomplish goals.

Apply Now
REGISTER AND SUBMIT YOUR APPLICATION