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## 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

### Date posted

November 1, 2023

### Base Salary

\$ 32,049 - \$ 46,685

### Employment Type

Full-time

### Hiring organization

Reliable Staffing Corporation

### Contacts

RSCNYC4081

### 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.

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