**JOB TITLE**  
Administrative Assistant

**JOB ID**  
18602

**OPEN DATE**  
04/13/2020

**LOCATION**  
San Jose

<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>$17</td>
<td>Monday - Friday</td>
<td>varies</td>
</tr>
</tbody>
</table>

**REQUIRED FOR POSITION**  
None

**REQUIRED EDUCATION**  
None

**JOB DESCRIPTION**  
Long Term Contract - 6 months + possible temp to perm

- Experience MS Office Excel Email Internet Research
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.

**3 TO 5 KEY SKILL SETS REQUIRED**  
good customer services skills