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Executive Assistant – San Francisco

Description

A multinational firm is seeking a highly organized and experienced Executive Assistant to provide administrative support to its Director of Administration in its San Francisco office. The successful candidate will be responsible for managing calendars, coordinating meetings, handling confidential information, and working closely with the DOA to ensure the smooth operation of the firm. The ideal candidate will have exceptional communication skills, the ability to work independently, and strong attention to detail.

Qualifications

- Bachelor's degree
- Minimum of 5 years of experience supporting executives or high-level management
- Excellent communication and interpersonal skills
- Strong attention to detail and organizational skills
- Ability to manage multiple projects and prioritize tasks effectively
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to handle confidential information with discretion and professionalism
- Ability to work independently and as part of a team
- Flexibility to work outside of regular business hours, as needed
- Strong work ethic and commitment to excellence

Contacts

If you meet the qualifications and are interested in this position, please submit your resume to or contact:

- [Jenna Betancourt](#)
- jenna@matfar.com
- 213-996-3747

Matura Farrington is an EEOC employer and will consider qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance and all other local, state, and federal laws.

Hiring organization

Matura Farrington Staffing Services

Employment Type

Full-time

Industry

Legal, Office Support

Job Location

San Francisco, CA

Working Hours

Hybrid – 3 days in office (Tues. – Thurs.).

Base Salary

\$ 80K - \$ 150K

Date posted

May 11, 2023