**Executive Assistant**

Full-time | Onsite | San Jose, CA

**Job Summary:**

The Executive Assistant will provide high-level administrative support to the CEO and other Executive staff.

**Supervisory Responsibilities:**

May recruit, interview, hire, and train junior administrative staff in the department.

**Duties/Responsibilities:**

Provides high-level administrative support and assistance to the CEO and/or other assigned leadership staff.

Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for senior staff.

Arranges travel and accommodations for executives.

Schedules and attends meetings on behalf of executives, taking notes and recording minutes.

Receives incoming communication or memos on behalf of senior staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.

Performs office tasks including maintaining records, ordering supplies, and performing basic bookkeeping.

Performs additional duties as assigned by executives.

Performs other related duties as assigned.

**Required Skills/Abilities:**

Excellent verbal and written communication skills.

Excellent organizational skills and attention to detail.

Excellent time management skills with a proven ability to meet deadlines.

Ability to function well in a high-paced and at times stressful environment.

Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.

Able to type minimum of 50 words per minute.

Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.

**Education and Experience:**

High school diploma required; Bachelor's degree in Business Administration or related field preferred.

At least four years of related experience required.

**Physical Requirements:**

Prolonged periods sitting at a desk and working on a computer.

Must be able to lift up to 15 pounds at times.