

Job Title: Executive Administrative Assistant (Part-Time) Military Background preferred.

Location: Carmel Valley/Del Mar

Length: Permanent

Hours: 1:00pm-5:00pm Monday – Friday (Part Time)

Pay: \$25 per hour

Send resumes to: acarranza@manpower-sd.com

Job Description:

Manpower is representing a high-profile public official who is seeking a permanent part-time Executive Administrative Assistant to support her in the Carmel Valley area of San Diego.

This is an excellent opportunity for a sharp Executive Administrative Assistant.

The ideal candidate will be insightful, self-motivated, and able to work autonomously the majority of the time and take direction well.

This person must be tactful and able to prioritize and focus on multiple projects and change gears swiftly at any given moment.

Qualifications:

Executive Administrative Assistant Experience

Professional decorum

Familiarity with political arena

Meeting coordination

Complex calendar management

Strategic Scheduling

Able to exercise good judgment

Excellent written/verbal communication

Able to multi task in a fast pace office environment

Strong computer skills (i.e., online research, database entry, Excel and MS Word, etc.)

Qualities we are looking for:

Willingness to learn new skills

Cheerful

Efficient

Respectful

Resilient

Able to exercise integrity & confidentiality

Able to exercise good judgment

Flexible availability

Tech savvy