Tuesday, November 12, 2013

Administrative Temp Assignments

jobs@hudsongatepartners.com

We are always seeking strong temp candidates for our financial clients. This includes short and long- term temp assignments. Responsibilities include: • Heavy calendar management • Schedule calls and meeting • Prepare materials for all meetings • Book travel arrangements • Manage, update, and organize the contact database • Book conference rooms • Set-up and prepare conference rooms for all investor related meetings • Submit expense and reimbursement forms Qualifications: • Bachelor's degree • 1+ years of Administrative Assistant experience • Strong organizational and communication skills • Attention to detail • High quality of professionalism Salary: DO

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