

# Prestige Staffing

<http://prestigecareer.com/job-postings/executive-assistant/>

## Executive Assistant

### Description

Financial company needs sharp assistant to support a Banking Team of 3. This individual must be tech savvy (including MS Office), be able to multi task and have high attention to detail. Will be handling correspondence, making travel arrangements and reviewing expense reports.

### Qualifications

Advanced MS Office Skills, high attention to detail and strong interpersonal skills both verbal and written. Degree is helpful and 4+ years of Financial background required.

### Job Benefits

Excellent benefits and great bonuses

### Employment Type

Full Time

### Beginning of employment

Immediately

### Duration of employment

Permanent

### Industry

Financial Services

### Base Salary

\$ 50k - \$ 60k

### Date posted

May 10, 2019