

We're Hiring! Executive Administrative Assistant



WEBB is seeking a highly motivated and skilled Executive Administrative Assistant to serve in a key role representing and supporting members of our executive team, associates, and clients. WEBB offers a competitive benefits package to all full-time associates. In addition to health coverages and financial security, we provide:



Mentor
Program



401(k)



Membership
Sponsorship



Medical



Wellness
Program



Vision



Dental



Educational
Assistance



Life
Insurance



Disability

Requirements & Responsibilities

- Bachelor of Arts/Science in Business or a related field or equivalent work experience, and a minimum of two years supporting senior level executives
- Provide administrative support to the Chief Executive Officer (CEO), Chief Operations Officer (COO), Chief Development Officer (CDO), and the Board of Directors (Board)
- Assist in the coordination of letter proposals, curriculum vitae and fee schedule submission, contract administration, document indexing, client communication, billing, and other project research and tasks
- Provide coordination support for meetings - scheduling, agenda development, preparation of collateral material, taking minutes, and distributing follow up notes and action items
- Maintain a high level of service and teamwork for all associates, clients, and agencies and have strong organizational skills and the ability to work within a team environment
- Excellent proofreading, spelling, and grammar with advanced skills in Microsoft Office Suite
- California driver's license with a good driving record

**TOP
WORK
PLACES
2018**

To apply, submit your resume to hr@webbassociates.com

[webbassociates.com/careers](https://www.webbassociates.com/careers)



Albert A. Webb Associates is an Equal Opportunity Employer (EOE)