

EXECUTIVE ASSISTANT JOB DESCRIPTION

EMPLOYER INFORMATION

Name: CREDIT REPORTING BUREAU INC.

Address: 123 MAIN STREET, LOS ANGELES CA, 12345

Phone: 333-333-3333

E-Mail: CREDIT@CREDITREPORT.COM

EMPLOYMENT ELIGIBILITY

Job Title: EXECUTIVE ASSISTANT

Reports to: DON HO

Job Location: LOS ANGELES, CA

Start Date: SEPTEMBER 29, 2021

Job Type: Full-time Part-time Independent Contractor Intern

of Hours: 40 Hours per week

JOB DESCRIPTION

Credit Reporting Bureau Inc. is seeking an executive assistant to the Chief Executive Officer. This individual will assist with the recruitment and supervision of office staff, in addition to performing other administrative and clerical tasks.

RESPONSIBILITIES AND DUTIES

- Scheduling meetings
- Drafting agendas
- Managing correspondence
- Making travel arrangements
- Monitoring budgets
- Maintaining filing systems
- Assisting with recruitment
- Overseeing office staff

QUALIFICATIONS / REQUIREMENTS

- Bachelor's degree
- Experience overseeing budgets
- Trustworthy
- Excellent communication skills

