


Administrative Assistant Intermediate level

location: Atlanta, GA type: Temporary
salary: \$19 - \$20 per hour

easy apply 

job details:

location: Atlanta, GA

salary: \$19 - \$20 per hour

date posted: Thursday,
May 3, 2018

experience:
Experienced

job type: Temporary

industry: Finance and
Insurance

reference: S_640403

questions:
kyle.hemphill@randsta
dusa.com

job description

Randstad is seeking experienced administrative assistants for a short term opportunity for a major bank in Atlanta!

Duration: 6-8 weeks temp only - medical leave

Pay: \$19-20/hr

Hours: Mon-Friday 8am-5pm

Parking: Street parking

Location: 17th St Nw Atlanta GA United States 30363

Responsibilities:

- Supporting 5 leaders
- Responsible for handling calendaring
- Handle expense reports and travel booking through
- Concur