



HURWITZ STRATEGIC STAFFING, LTD.

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PROMOTING THE HIRING OF VETERANS OF THE U.S. ARMED FORCES AND FIRST RESPONDERS.

EXECUTIVE ASSISTANT TO THE CEO – LAUDERHILL, FL

Do you thrive on variety? Do you get bored doing the same thing day after day after day...? Do you like to be challenged? Are you detail-oriented? Do you work well with deadlines and never miss any? Then we want you to be the new Executive Assistant for the CEO of a multi-faceted company which includes a mix of software, finance, and real estate businesses.

You will not be a secretary. You will be the right hand of the CEO, freeing him from tasks that take him away from his primary responsibilities. You will have authority to represent him so that work can get done on-time, on-budget and to the complete satisfaction of all concerned.

In addition to the above, to be considered for the position, candidates must be good at tracking financial expenses in a bookkeeping context. They also must have excellent

- Ability to quickly grasp new tasks;
- Computer skills;
- Written and verbal communication skills;
- Interpersonal skills for working with fellow employees, prospects, customers, vendors, tenants, contractors, and vendors; and
- Scheduling skills including experience making travel arrangements.

Compensation for this position is between \$40,000 and \$60,000, between 25 and 40 hours a week, depending on the candidate's past experience, and if they prefer part- or full-time employment. For full-time employees, the employer will contribute \$6,000 towards the employee's health insurance. Candidates receive 10 personal vacation days and 5 sick days, in addition to Federal holidays and all Jewish holidays.

NOTE: To be considered for this position candidates must be authorized to work in the United States, and live in Lauderhill, FL or its immediate environs.

To submit your candidacy, send a cover letter, along with your resume, to Bruce Hurwitz at bh@hsstaffing.com. Qualified candidates will be contacted within 48 hours. No phone calls please.