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Executive Assistant to the President and CEO

Acquisition Group Inc. - Santa Ana, CA

Acquisition Group is a Santa Ana based investment firm specializing in securities trading, real estate investments and advisory work. The Candidate will need to oversee the office administrative duties. The position includes, but is not limited to, tasks and projects assigned by executives, travel arrangements, maintaining financial and confidential documents, compiling reports, answering phones, filing, distributing faxes, operating office equipment.

The Candidate must have excellent communication skills. Excellent computer skills are a must, including Microsoft Word, Outlook, PowerPoint, WordPerfect, and Excel. Must be organized and able to prioritize multiple tasks. The successful candidate must be capable of working independently, with little or no supervision. The ability to handle multiple tasks as assigned. Professional demeanor, poise, and grace are a must. Must be able to handle pressure and meet deadlines, while maintaining professionalism. The Candidate must have a Bachelors Degree and also have at least 2 years minimum of executive level office experience.

Required experience:

- Executive Level Experience : 3 years

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