

United States Jobs Expertini®

Administrative Assistant

[Apply Now](#)

Company: Israel Bonds

Location: Mill Valley

Category: other-general

Development Corporation for Israel aka Israel Bonds is the US underwriter of debt securities issued by the State of Israel and registered as a FINRA-member broker/dealer.

Development Corporation for Israel/Israel Bonds is seeking an Administrative Assistant with exceptional professionalism to perform a variety of administrative and clerical tasks for its Mill Valley, CA office. The representative will be responsible for providing a wide range of support to the Executive Director. Responsibilities include but are not limited to: managing schedules, coordinating meetings, and handling sensitive information with confidentiality and professionalism, as well as being responsible for event management, assisting in virtual meetings and functioning as department liaison to the director. Bachelor's degree with a minimum of five (5) years of relevant experience. Must possess self-starter qualities, demonstrate the ability to work independently and collaboratively. Proficiency in MS Office, strong oral, written, analytical, listening, persuasion and interpersonal skills are a must. Salesforce experience a plus.

Benefits of Development Corporation for Israel/Israel Bonds: Medical, dental and vision insurance, subject to employee contribution and initial waiting period. Generous paid time off plus most Federal and Jewish holidays. 401k with up to a 3% match and a 4% non-elective contribution after waiting period. Access to a Flexible Spending Account for health and dependent care expenses. Employer-paid short- and long-term disability insurance and life insurance.

Development Corporation for Israel/Israel Bonds is an equal-opportunity employer. All qualified applicants will receive consideration without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state, or federal law.

[Apply Now](#)

Cross References and Citations:

1. [Administrative Assistant Pinkcollarjobs Jobs Mill Valley Pinkcollarjobs ↗](#)
2. [Administrative Assistant SalesjobsnearmeJobs Mill Valley Salesjobsnearme↗](#)
3. [Administrative Assistant Presidentjobs Jobs Mill Valley Presidentjobs ↗](#)
4. [Administrative Assistant Vietnamjobs Jobs Mill Valley Vietnamjobs ↗](#)
5. [Administrative Assistant Shenzhenjobs Jobs Mill Valley Shenzhenjobs ↗](#)
6. [Administrative Assistant ThailandjobsJobs Mill Valley Thailandjobs↗](#)
7. [Administrative Assistant MaintenancejobsJobs Mill Valley Maintenancejobs↗](#)
8. [Administrative Assistant Algeriajobs Jobs Mill Valley Algeriajobs ↗](#)
9. [Administrative Assistant Firefighterjobsnearme Jobs Mill Valley Firefighterjobsnearme ↗](#)
10. [Administrative AssistantNewyorkcityjobs Jobs Mill Valley Newyorkcityjobs ↗](#)
11. [Administrative AssistantGovernmentjobsnearme Jobs Mill Valley Governmentjobsnearme ↗](#)
12. [Administrative AssistantTextilejobsJobs Mill Valley Textilejobs↗](#)
13. [Administrative AssistantSeattlejobsearch Jobs Mill Valley Seattlejobsearch ↗](#)
14. [Administrative AssistantAdminjobsJobs Mill Valley Adminjobs↗](#)
15. [Administrative AssistantTechcompanyjobfinder Jobs Mill Valley Techcompanyjobfinder ↗](#)
16. [Administrative AssistantOfficerjobsJobs Mill Valley Officerjobs↗](#)
17. [Administrative AssistantAustinjobsJobs Mill Valley Austinjobs↗](#)
18. [Administrative AssistantTheworkopportunity Jobs Mill Valley Theworkopportunity](#)



19. **Administrative assistant Jobs Mill valley** ↗
20. **AMP Version of Administrative assistant** ↗
21. **Administrative assistant Mill valley Jobs** ↗
22. **Administrative assistant JobsMill valley** ↗
23. **Administrative assistant Job Search** ↗
24. **Administrative assistant Search** ↗
25. **Administrative assistant Find Jobs** ↗

Source: <https://us.expertini.com/jobs/job/administrative-assistant-mill-valley-israel-bonds-10440-3872/>

Generated on: 2024-05-03 by Expertini.Com