

# United States Jobs Expertini®

## Executive Administrator

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Company: Skills Alliance

Location: United States

Category: other-general

Job Title: Executive Administrator/ HR Generalist – Women’s Health (OB/GYN) Location: Georgia, US. Industry: Medical Device Salary: Competitive & Great Benefits Our client is committed to revolutionizing neglected areas of women's health by introducing cutting edge innovations in medical devices. There is a pressing need for technological progress in women’s health, particularly in female reproductive health Due to growth, we’re seeking a highly organized and detail-oriented individual to join the team as an on-site Executive Administrator/ HR Generalist. In this role, you will provide administrative support to the CEO and other executive team members as well as perform some HR tasks. The ideal candidate will possess excellent communication skills, a strong work ethic, and the ability to prioritize and multitask effectively. To apply for the Executive Administrator/ HR Generalist role, you MUST have: At least 5 years’ experience in an administrative role, preferably executive support. Knowledge of HR practices and regulations preferred. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Professional demeanour and positive attitude. to being onsite/ office based. Apply here if you are interested in this opportunity or if you would like a confidential discussion about your career opportunities, please contact Akbar Ali in confidence on +447983126063 or Akbar.Ali@skillsalliance.com

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