

Admin-Assistant. Pittsburgh, PA. Provide high-level admin' support to an executive: manage executive's sched's/travel arrangement; financial doc' data entry & record keeping; process payroll info'; coordinate meeting, obtain office supplies, coord' direct mailing, answer non-routine correspondence, assemble highly confidential & sensitive info'; recommend admin' procedure Req: Assoc' degree in Business or equiv'; 2yrs work exp job duties; Knowledge of project mgmt', client-relation, data analysis, & financial statements. Send resume: Job#3, Walbridge Aldinger LLC, 1501 Ardmore Blvd Suite 301 Pittsburgh PA 15221