

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