



Office Assistant (La Palma, CA)

Alliance Resource Consulting is an executive recruiting firm specializing in municipal and not for profit executive searches. Founded in 2004, we pride ourselves on our excellent track record with satisfied clients and candidates. Our team thrives in a fun, collaborative, transparent and tech-savvy environment.

We are looking to hire an Office Assistant based out of our Orange County office. This position works closely with the Office Manager and Chief Financial Officer and together supports the team of senior regional recruiters and research associates. The main responsibilities are: assisting recruitments in the areas of graphic design support, overseeing report preparation and managing appointment coordination.

The ideal candidate will be someone who desires to work 5 to 6 hours/day and is reliable, friendly and professional. The ideal candidate will have a customer-service focus and be extremely organized. Requires at least a bachelor's degree and previous experience working in an office. This job can be done in-person or with a hybrid work combination.

Salary: DOQ
Hours: flexible

Apply immediately at www.alliancerc.com. Resumes will be reviewed immediately.

