

I direct the HR and administrative placement services at HireStrategy in Washington, DC. We are a local staffing firm, rated #1 for six years running in the Washington Business Journal. One of my top clients, a France-based firm with offices in Chevy Chase, is looking for an executive assistant to support the President of the entire company. They would prefer a candidate who is American and fluent in French. The ideal candidate will also have 7-10 years of experience supporting C-level executives, very proactive, tuned in and interested in taking on a leadership role.

We are looking for someone to step in to this role as soon as possible. If you have any questions please contact me via email at bgeron@hirestrategy.com or (202) 527.7802 and I will be able to give you more information about this role.

Merci bien de votre assistance,

Brett Gerson



Brett Gerson, CSP
Director
Administrative & HR Services
Office: 202-527-7802
Cell: 917-975-647
Email: bgeron@hirestrategy.com



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