

**TJA STAFFING**



**SERVICES, INC.**

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**POSITION SUMMARY**

**Executive Assistant  
Detroit, MI**

**Position Description:**

Wall Street's premier minority-owned investment banking firm, is seeking a qualified candidate for a full-time position as Executive Assistant in the firm's Detroit office. Duties and responsibilities include providing administrative support to the firm's President & CEO and the Managing Director in the Detroit office with day-to-day activities including answering phones, arranging travel, coordinating schedules, assisting in the preparation of proposals and presentations, assisting in various human resources-related matters, and other duties as assigned. We are seeking a highly motivated, highly energetic self-starter who works well in a team environment, who is able to multi-task and who is willing to work extended hours if necessary. Candidate must maintain a high level of confidentiality as she/he would be handling sensitive information. We require strong communication skills and strong computer skills, including proficiency in Microsoft Word, Excel and Power Point.

**Reports to:** The Executive Assistant reports directly to the President & CEO, and Managing Director of Human Resources.

**Compensation:** Competitive salary

**Benefits:** Excellent benefits that commences immediately upon employment

**To Apply:**

Qualified Applicants should submit a resume, cover letter and contact information confidentially to:

**Mr. Thomas J. Adams  
T J A Staffing Services, Inc.  
First National Building / Honigman  
660 Woodward Avenue – Suite 2450  
Detroit, MI 48226  
(313) 638-1396 Phone  
(313) 638-2746 Fax  
[tjadams@tj-adams.com](mailto:tjadams@tj-adams.com)  
[www.tj-adams.com](http://www.tj-adams.com)**

**Equal Opportunity Employer**