



EXECUTIVE ASSISTANT SEARCH & CONSULTING

July 2010

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Welcome to EAsearch

Dear Friends and Colleagues

We send you wishes for a wonderful rest of summer!
The year has sped by at the speed of light.

We are thrilled to announce that business has returned!
Yes, salaries have dropped, but that is a temporary phenomenon.

There is a looming talent shortage in many specialty areas and we see that ahead for the executive support profession. Talent shortages always impact salaries upward!

Spread the Word! Four Outstanding New EA Positions

We have a number of fabulous new searches for Executive Assistants! Please send this on to your network and/or respond to us yourself.

Executive Assistant to CEO...to \$110,000/year ++ San Francisco

Client is growing - yes, growing!! Company is stable and CEO is a dynamic leader who needs "the best EA in the country!" Must have college degree and three years EA experience at "C" level. High energy, dedication to being and supporting the very best!

Executive Assistant to Head of University...to \$70,000/year Palo Alto

Utilize your solid executive assistant experience and skills to support the Head of undergraduate studies at a leading University. You should have solid experience in executive support for senior management and be drawn to the academic world. Fabulous benefits and perks.

In This Issue

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In the News and On the Radio

In the News and On the Radio

Listen to Leni talk with Mike Consol about the value of outstanding Executive Assistants and the current realities of the job market.

Leni Miller on
Boomtown Business
Radio with



MIKECONSOL

Click to Listen
Now!

Join Our Mailing List!

Executive Assistant to VP of National Non-Profit that is Making a Global Difference...to \$70,000/year San Francisco

*If you are ready for "work with meaning", here it is!
Support the executive who is continuing to build this well known organization that is successfully partnering with business for the survival of our planet. Must have at least three years of executive support to senior management and a high level of ability to support a brilliant leader.*

Executive Assistant to CEO, Wine Industry...to \$70,000/year Napa

Executive support to dynamic CEO. Please have at least three years of related CEO support experience and live in the area. Position requires team focus, strong administrative skills and a commitment to excellence in support.

If you, or someone you know has an interest in any of these opportunities, please note the following in your cover email to us:

- Which position interests you
- Compensation history prior five years
- Three top priorities relative to work

Paste resume in email and send to Leni Miller
leni@easearch.com

Employment View from Where I Sit

Leni Miller

My father has often checked with me over the years to see "how things are going" in the belief that somehow I am a leading economic indicator. Well, in some ways, I do believe that those of us in any segment of recruiting or employment do have a finger on the pulse of things.

Job Market Observations and Crystal Ball Prediction

The Bad News:

The job market has been "start-stop" for candidates as well as recruiters. What this has meant for candidates is that, many times, interviewing processes drag on for what seems like forever; then at the last minute, companies either put things on hold or ask for one more interview. For those of us in search, the market has meant a robust pipeline of business that very slowly emerges into search activity.

Call EASearch

415.331.0269

Visit us at
EASearch.com!

The Good News:

There is a thoughtfulness about hiring now that I have never before seen – a new thoroughness about knowing the short term, as well as the long term, needs of the position. There is less turnover. Could it be that "loyalty" is re-emerging as a value? Let's wait and see.

The Trend:

Jobs have become more cross-functional as companies are making do with fewer employees. There is no place for "it's not my job" in companies today. Positive attitude and flexibility rule. Commitment to staying abreast of the leading technology and relevant industry information are mandatory mindsets for successful people in today's job market.

Crystal Ball Prediction:

Executive Support Professionals will increase in demand in the job market. They may be working from home as Virtual Assistants to a number of clients, they may be the "Command Central" managing everything from executive and personal support to financial administration for a small business, or they may be Executive/Personal Assistants to the leaders in all of life's different arenas.

People are leaving such diverse careers as law and finance and entering the executive support profession, bringing new perspectives and potential to this growing profession.

All in all, it's a great time to be a member of a powerful and evolving profession!

Featured Client Corner!

Ready for a new beginning?

Looking for right work?

Need to strengthen your job searching skills?

Anitah Draimon was a client of EASearch when she was VP of Human Resources for Providian Financial. After Providian was sold, Anitah sold her condo and headed to Ashland, Oregon knowing only that she was setting out on a new life and new career. She had no idea what it would be. Anitah has found her new work building on her years of experience and talent in Human Resources.



letting go the old

The coaching Anitah does and the CDs she has produced are valuable tools for anyone: who has been laid off and doesn't know what is next, who wants to strengthen job searching skills, or who is ready for a new beginning in a new career!

Anitah Draimon has been an inspiring leader in both corporate and personal development for over two decades. Her engaging, highly-creative visualizations have proven to be very effective for action-oriented people.

Anitah has produced an important new tool to help employees or clients accelerate their job search. The five CD set, **Job Loss/Personal Gain**, presents critical skill-building tools that can make search efforts exponentially more effective.

Each 70-minute CD:

- Is packed with helpful information building to an interactive Guided Visualization, a tool that research has shown can maximize success when used consistently.
- Takes a holistic approach addressing the needs of body, mind, and spirit.
- Includes free on-line Coaching Briefs and a Companion Workbook

The CDs are available for purchase on Amazon, or for download at iTunes.

For more information, go to [Moon Tide Productions](#).

Sincerely,



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