



Indeed
[indeed.com](https://www.indeed.com)



Indeed.com is the world's #1 job site to help people get hired. The online search tool lets you use your computer or mobile device to find jobs that have been posted on 1,000's of websites. If the job is online, you will find it on Indeed.

Type the kind of job you want here type where you want to work here then click "Find Jobs"

Let's try to find "administrative assistant" jobs in Boston, MA.

When you search for a job the results will be listed like the image below:

administrative assistant jobs in Boston, MA

Recommended Jobs - 36 new

Sort by: relevance - date

Distance: within 25 miles

Salary Estimate

\$30,000	(3285)
\$35,000	(2801)
\$40,000	(2227)
\$50,000	(1375)
\$65,000	(680)

Job Type

Full-time	(3157)
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Upload your resume - Let employers find you Page 1 of 3,827 jobs

Show: all jobs - 124 new jobs

Program Assistant
Boston Bar Association ★★★★★ 3 reviews
Boston, MA 02108
The right candidate will possess exceptional attention to detail and an ability to think on his or her feet in order to assure excellent member experiences and...
Desired Experience: Microsoft Powerpoint
[Easily apply](#)
Sponsored [save job](#)

Property Administrator
Oxford Properties ★★★★★ 50 reviews
Boston, MA 02110
Headquartered in Toronto, Oxford has regional offices in Calgary, New York, Boston, Washington, DC and London, each with a team of talented professionals with...
Desired Experience: Accounts Payable, Accounts Receivable,

Be the first to see new administrative assistant jobs in Boston, MA

My email:

Also get an email with jobs recommended just for me

[Activate](#)

Receptionist salaries in Boston, MA

\$15 per hour
Based on 277 salaries

For each listing, you will see:

- The name of the position
- The name of the name of the company
- Reviews of the Company
- Location
- A brief job description

To see a longer job description and how to apply for a job, click on the job listing and all of that additional information will be displayed on the right side of the screen.

Upload your resume - Let employers find you Page 1 of 3,827 jobs

Show: all jobs - 129 new jobs

Office Manager (Client Services & Outreach)
Erakon Law PC
Boston, MA
\$18 - \$25 an hour

We are open typical business hours, and you will be expected to work the bulk of your hours within that time frame, although we are super flexible with working...

Desired Experience: Microsoft Powerpoint

Easily apply
Sponsored save job

Office Manager (Client Services & Outreach)
Erakon Law PC - Boston, MA
\$18 - \$25 an hour - Full-time, Part-time

Apply Now

bring to the table. Tell us what you're looking for in a job and why you think you'd be a good fit. Oh, and make sure to put "I'm THE ONE" in the cover letter's header. Applications that do not follow this step will not be opened.

Job Types: Full-time, Part-time

Salary: \$18.00 to \$25.00 /hour

As you can see, we have a lot of jobs to choose from.

To narrow your search results down a bit we can sort them by relevance to only show jobs that interest us. You can choose to see jobs by distance from your home, salary, company and even job type.

Page 1 of 3,827 jobs

Distance:
within 25 miles

Salary Estimate

\$30,000	(3279)
\$35,000	(2796)
\$40,000	(2226)
\$50,000	(1374)
\$65,000	(680)

Job Type

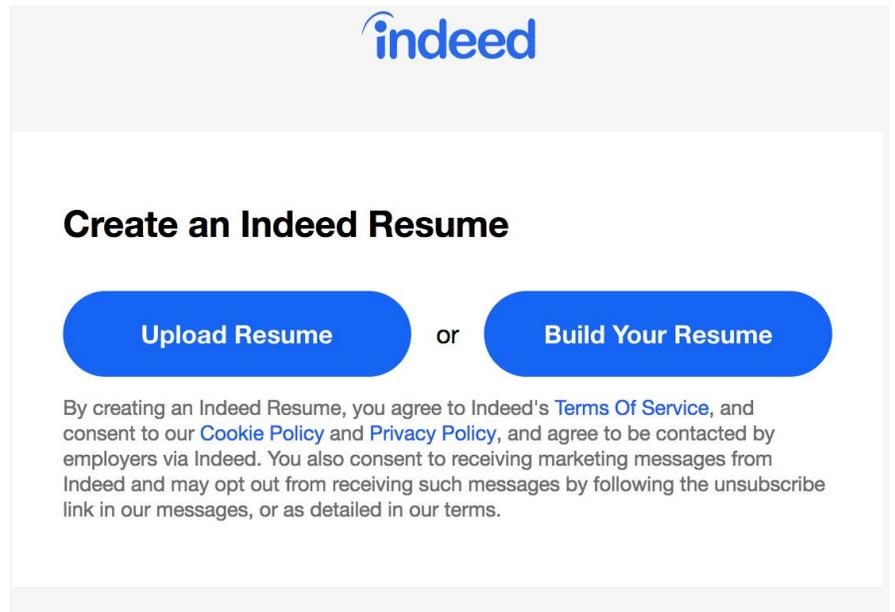
Full-time	(3153)
Part-time	(601)
Contract	(312)
Temporary	(211)
Commission	(18)
Internship	(17)

Use the search tool to find jobs, or Upload Your Resume to have the jobs find you!



If you already have a resume that you've made on your computer, click "Upload Resume" and find your resume in your computer's directory.

If you want to build a resume, click "Build Your Resume" and follow the steps to create an account and build your resume!



Still need help searching for positions, writing a resume, or interviewing? Start by clicking on "Help Center" in the bar on the bottom left of the screen



In the Job Seeker Help Center you'll find great articles on Job Search Tips, the Indeed Resume, and even Applying for a Job.

Congratulations! You're all ready to use Indeed!