

Administrative Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$21.00 to \$23.00 hourly
Employment status: Contract / Temporary

Description

Opportunity for top healthcare administrative assistant (administrative coordinator / administrative associate)

We currently have an open position for a results-oriented administrative assistant who is deeply passionate about growing their career in the entertainment industry. In this role, you will perform various administrative and office support duties. Do you love mail merging, pivot tables and presentation design? Then we have a position for you.

How you will make an impact

- Fielding telephone calls
- Receiving and directing visitors
- Word processing, filing and faxing
- Support on diverse projects for other employees as needed

What we're looking for

- Strong computer skills including Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Access
- Internet research skills
- Excellent written, verbal and social communication skills highly desired
- At least 1 year of administrative assistant experience preferred
- At least 1 year of healthcare terminology

If you are a self-starter who is passionate about supporting a dynamic and growing company and looking to thrive in a creative environment, we would love to hear from you! Contact us now – this position will be gone by the end of the week!

Requirements

What we're looking for

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- Internet research skills
- Excellent written, verbal and social communication skills highly desired
- At least 1 year of administrative assistant experience preferred
- At least 1 year of healthcare terminology

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Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.