

## 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:** \$18.21 to \$21.09 hourly  
**Employment status:** Contract / Temporary

### Description

If you're looking to take your career as an Administrative Assistant to the next level, there's an exciting opportunity for you to check out at Robert Half. You will be responsible for various office support and administrative duties as the Administrative Assistant. Do you embrace the tasks of mail merging, pivot tables, and presentation design? Then we have just the Administrative Assistant position for you. A long-term contract / temporary opportunity, this Administrative Assistant opportunity is located in the Sacramento, California area.

What you get to do every single day

- Navigate through word processing, filing, and faxing
- Answer telephone calls
- Support diverse projects for other employees
- Greet and guide visitors

### Requirements

- At least 1 year of Administrative Assistant experience preferred
- Strong communication and social skills and able to receive criticism well
- Comprehensive knowledge of underwriting
- Command of Data Quality
- Strong computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Proven ability to use the internet for research

An ambitious self-starter is currently wanted by a growing, dynamic company. If you thrive in a creative environment, then this opportunity may be ideal for you. A candidate will be chosen by the end of the week. Contact us now!

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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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.**