

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: \$14.25 to \$16.50 hourly
Employment status: Temporary

Description

If you're looking for a long-term, part-time temporary Administrative Assistant position in the Folsom, California area, this could be the job for you.

Major responsibilities

- Support diverse projects for other employees
- Receive and direct visitors
- Answer telephone calls and return voicemails
- Tend to word processing, filing, and faxing duties

Requirements

- Strong communication and social skills
- Ideal candidate must have adept computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- At least 1 year of Administrative Assistant experience preferred
- Skills in internet research
- Microsoft Office Word experience
- Microsoft Excel experience required
- Deep understanding of Administrative Office
- Solid understanding of Microsoft Excel

If you are passionate individual that thrives in a creative environment, we would love to have you discuss about joining our dynamic and growing company. We are looking to fill this position by the end of the week, so contact us today! Send your resume to holly.allen@officeteam.com!

OfficeTeam is the world's leader in professional staffing for office support jobs, focusing exclusively on the temporary and temporary-to-full-time placement of professionals in the administrative field. We are faster at finding you work because of the depth of our client network. Specifically, our professional staffing managers connect with thousands of hiring managers in North America every week to find your office support job opportunities. We evaluate all of our OfficeTeam temporaries' skills and match them with the needs of top employers in their area.

Apply for this job now or contact us today at 888.490.4154 for additional information.

All applicants applying for U.S. job openings must be authorized to work in the United States. All applicants applying for Canadian job openings must be authorized to work in Canada.

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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.