

## 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:** \$16.15 to \$18.70 hourly  
**Employment status:** Temporary

### Description

OfficeTeam has an Administrative Assistant opening for someone who is results-oriented and deeply passionate about growing their career in the Manufacturing industry. The best candidates for this Administrative Assistant position will be able to perform various administrative and office support duties. Don't hesitate to contact us if you love mail merging, pivot tables, and presentation design. If you're looking for work in the Sacramento, California area, check out this terrific short-term temporary Administrative Assistant opening!

What you get to do every single day

- Provide help when needed with various projects for other employees
- Organize word processors, files, and faxes
- Answer telephone calls
- Receive and tend to visitors

### Requirements

- Ability to use the internet for research
- At least 1 year of Administrative Assistant experience preferred
- Strong communication skills, both verbally and in writing
- Comprehensive knowledge of Administrative Office
- Applicant must be familiar with word processing, spreadsheets and presentation software, as well as databases and customer database systems

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. This opening will be staffed by the end of the week, so don't delay - send your resume to [holly.allen@officeteam.com](mailto: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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**This Job Posting will expire in 10 days.**