

Field Project Administrator

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: \$19.79 to \$22.91 hourly
Employment status: Temporary

Description

Highly motivated and a self-starter, the Project Assistant that OfficeTeam is looking for will use those skills to support an innovative team. Are you an organized and proficient multitasker with a love for conducting research? Then this job may be for you! We are confident this role will be a career-booster for any candidate. We seek someone with the skills and abilities to succeed in this challenging career. Based in Sacramento, California, the Project Assistant position is a short-term temporary-to-full-time opportunity.

Responsibilities

- Finding information online using research tools
- Creating written records of meetings and maintaining task and progress records
- Ensuring key partners receive project information
- Seeking further information to fill in gaps of incomplete documents
- Aid project teams by providing administrative, technical and clerical support
- Organizing travel and accommodation arrangements for project-related events, including training seminars and conferences
- Keeping project deliverable schedules on track and assisting Project Managers by organizing team meetings and communication according to project specifications
- Analyzing information, preparing reports, proofreading and editing documents, and developing presentations

Requirements

- Solid understanding of Administrative Assistance
- Great attention to detail
- 1 year of experience in a business/office setting required
- Experience with project management software is a plus, i.e. Microsoft Project, JIRA, Mavenlink, and NetSuite
- High school diploma or equivalent; BA/BS degree in business, communications, or related field preferred
- Past experience with the Microsoft Office Suite - Word, Excel, PowerPoint, and Outlook
- Ability to multitask and communicate effectively with individuals of all backgrounds
- Expertise in database and file management
- Proven flexibility to adapt to changes in procedures and job assignments

If interested in this position, please 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.

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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.