

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: \$18.05 to \$20.90 hourly
Employment status: Temporary

Description

If you're looking for work where you will perform various administrative and office support duties, you might be the results-oriented Administrative Assistant OfficeTeam is looking for! We are looking for people who are deeply passionate about growing their careers as an Administrative Assistant. This is a short-term temporary opportunity in the Sacramento, California area, so Administrative Assistant candidates looking for that kind of arrangement are encourage to apply.

What you get to do every single day

- Greet and direct visitors
- Field telephone calls
- Navigate through word processing, filing, and faxing
- Back various projects for other employees

Requirements

- At least 1 year of Administrative Assistant experience preferred
- Proficient computer skills including word processing, spreadsheets, presentation software, as well as databases and customer database systems
- Skills in internet research
- Solid understanding of Microsoft Office
- Excellent written, verbal and social communication skills

Are you a passionate self-starter looking to grow within a dynamic company and thrive in a creative environment? Then we would love to hear from you! 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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