Sacramento Employment and Training Agency (3502)
To: Employment Counselor
Date: 03/28/2024

Robert Half®
is now hiring!

95661

Roseville, CA, 95661

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: $19.00 to $22.00 hourly
Employment status: Contract / Temporary to Hire

Description

We are seeking an experienced full time administrative assistant to provide administrative assistance to a tax and audit team. The position is key to the success of the firm and candidates must be flexible, possess excellent interpersonal skills, and demonstrate an ability to work well with all levels of internal management and staff, as well as outside clients and vendors.

Job Responsibilities:

- Assemble and scan tax returns and documentation supporting tax returns
- Process tax, audit, and business consultation engagement letters, financial statements, and business proposals
- Set up appointments and meetings, as assigned
- Assist with work product deliverables/assembly and the mailing of client organizers
- Facilitate off-site storage, including preparing and maintaining documentation
- Provide general administrative and clerical support such as filing, faxing, and scanning
- Organize and schedule meetings and luncheons, as requested
- Occasionally travel to make deliveries to post office, FedEx, clients, or general office errands
- Perform light data entry duties including typing out memos and letters
- Attend to various ad hoc projects that may arise

Requirements

Job Requirements:

- Fast learner and detail-oriented
- Organized and task-oriented
- Proficient in Microsoft Office Suite
- Provide exceptional customer service and phone skills
- Ability to work in a fast-paced, high pressure, deadline-driven environment
- Self-motivated and goal-oriented
- Execute assignments of a confidential nature
- Excellent interpersonal communications skills
- Excellent customer relationship skills
- Ability to take direction from multiple individuals
- Ability to work collaboratively and efficiently
- Must be timely and reliable
- Ability to sit and stand for extended periods of time
- Bending, stooping, and occasionally lifting and moving up to 15 lbs. are required for general tasks such as picking up and loading kitchen supplies, organizing office supplies, moving boxes, holding client files or records, etc.
- Applicant must have dependable transportation as out-of-office tasks may come up on any day
- Availability and willingness to work extra hours and some weekends when necessary during peak tax seasons and near large deadline dates

An ambitious self-starter is currently wanted by a growing, dynamic company. An applicant will be selected by the end of the week. Apply today!

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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.