

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: \$18.00 to \$19.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is seeking a strong Administrative Assistant for a reputable Educational Institution in Sacramento, CA. This position is fully onsite, Monday-Friday and paying \$18-19/Hour.

Primary responsibilities include, but are not limited to;

- Answering phones
- Scheduling Appointments
- Assisting Clients with State Licensing Applications and Credentials
- Calendar Management
- Providing Administrative Assistance to Upper Management

Ideal Candidate will be...

- Detail-Oriented, Focused and Reliable
- Strong Customer Service Skills
- Bilingual Preferred, Not Required (Spanish/English)

APPLY NOW!

Requirements

Customer Service, Administrative Assistance, Data Entry

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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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.