

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: \$28.50 to \$33.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is seeking a detail-oriented and organized Facilities Coordinator. As a Facilities Coordinator, you will be responsible for overseeing the day-to-day operations of our clients facilities and ensuring that they are maintained in a safe and efficient manner.

Responsibilities:

- Coordinate and schedule facility maintenance, repairs, and inspections.
- Conduct regular inspections to identify and address maintenance issues, safety hazards, and cleanliness concerns.
- Manage vendor relationships and contracts related to facility services and supplies.
- Monitor and maintain inventory of facility equipment, furniture, and supplies.
- Assist in the planning and execution of facility improvement projects.
- Respond to facility-related emergencies and implement appropriate solutions.
- Coordinate office moves and relocations, including furniture and equipment arrangements.
- Collaborate with various departments to address facility-related needs and provide support as required.
- Maintain accurate records and documentation related to facility operations, expenses, and compliance.
- Stay updated with relevant health and safety regulations and ensure compliance within the facility.

Please contact Sadaf Ahmadi at 916.245.1589 for immediate consideration!

Requirements

- Prior real estate, financial and/or contract experience preferred
- Demonstrated customer service, problem-solving, complaint resolution, and negotiation skills
- Excellent computer competencies and interpersonal skills are essential

experience in candidates that are available to start immediately should contact us today!

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.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit roberthalf.gobenefits.net for more information.

© 2023 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.