

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

Description

You'll succeed at this Administrative Assistant job if you love mail merging, pivot tables, and presentation design. Robert Half is seeking results-oriented candidates for an Administrative Assistant position, which will perform various administrative and office support duties. We are looking for people who are deeply passionate about growing their careers as an Administrative Assistant. If you're looking for a job in the Washington, District of Columbia area, consider this long-term contract / temporary Administrative Assistant position.

Responsibilities

- Provide help when needed with various projects for other employees
- Greet and direct visitors
- Respond to phone inquiries
- Perform word processing, filing and faxing

Requirements

- At least 1 year of Administrative Assistant experience preferred
- Strong computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Google Sheets experience
- Practical knowledge of filing
- Adeptness in Stuffing Envelopes
- Strong familiarity with Microsoft Excel
- Experience with Calendar Management
- General familiarity with numeric data entry
- Demonstrated knowledge of data entry
- Google Calendar experience required
- Background working with facilitating virtual meetings
- Meeting coordination and planning experience highly preferred
- Microsoft Outlook experience
- Excellent verbal, written, and social communication skills
- Proven ability to use the internet for research

An ambitious self-starter is currently wanted by a growing, dynamic company. If you thrive in a creative environment, then this opportunity may be ideal for you. This opening will be staffed by the end of the week so don't wait in applying!

-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.

Questions? Call your local office at 1.888.490.4154. 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.

© 2022 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.