

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: \$15.20 to \$17.60 hourly

Employment status: Contract / Temporary to Hire

Description

You'll love this Administrative Assistant job if you love mail merging, pivot tables, and presentation design! If you're looking for work where you will perform various administrative and office support duties, you might be the results-oriented Administrative Assistant Robert Half is looking for! This Administrative Assistant job could be just what you're looking for, if you're passionate about growing your career. If you're looking for a job in the Alexandria, Virginia area, consider this short-term contract / temporary to hire Administrative Assistant position.

Your responsibilities in this role

- Tend to word processing, filing, and faxing duties
- Answer telephone calls and return voicemails
- Provide help when needed with various projects for other employees
- Receive and tend to visitors

Requirements

- Familiarity with using the internet for research tasks
- Command of Microsoft Word
- Proficiency in Microsoft Excel
- Customer service experience desired
- At least 1 year of Administrative Assistant experience preferred
- Solid computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Ability to effectively interact, verbally and in writing

If you are a self-starter who is passionate about supporting a dynamic and growing company and looking to thrive in a creative environment, we would love to hear from 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.

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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.

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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.