

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: \$17.10 to \$19.80 hourly

Employment status: Contract / Temporary to Hire

Description

If you're looking for work in the Service industry and are results-oriented and deeply passionate about growing your career, you might be interested in the Administrative Assistant position Robert Half is hiring for. To succeed in this Administrative Assistant position, you will need to perform various administrative and office support duties. If you love mail merging, pivot tables, and presentation design, don't hesitate to contact us! If you're looking for a short-term contract / temporary to hire position in the Lorton, Virginia area, this Administrative Assistant job is a terrific opportunity for you!

How you will make an impact

- Greet and direct visitors
- Back various projects for other employees
- Tend to word processing, filing, and faxing duties
- Handle telephone calls

Requirements

- Proficient computer skills including word processing, spreadsheets, presentation software, as well as databases and customer database systems
- At least 1 year of Administrative Assistant experience preferred
- Excellent written/verbal communication and organizational skills
- Ability to use the internet for research
- Receptionist Duties experience
- Solid understanding of switchboard phones from 1-10 lines
- Knowledge of data entry

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 position will be filled by the end of the week so contact us immediately!

-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.