

## Project 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:** \$19.00 to \$20.00 hourly

**Employment status:** Contract / Temporary to Hire

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### Description

Available from Robert Half, this Project Assistant position is with a premier company and is designed for an experienced individual who shows professionalism and ambition. Do you love research and working on many projects, and have impeccable organization skills? Then we have a position for you! We encourage you to apply today! We are looking for a candidate with the requisite skills talent to take on this exciting new career opportunity. Come to Vienna VA for this long-term contract Project Assistant role.

Your responsibilities in this role

- Coordinating meetings and schedules
- Providing key partners with project information
- Meet clients on and offsite
- Communicate with clients and project managers
- Finding information online using research tools
- Work with all levels of budgets and client personalities
- Organizing travel and accommodation arrangements for project-related events, including training seminars and conferences
- Support project teams by providing administrative, technical and clerical support
- Helping maintain project deliverable schedules by organizing team meetings and communication per project specifications to support Project Managers
- Requesting information needed to fill in incomplete documents

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### Requirements

- Ability to multitask efficiently and prioritize work
- 1 year of business/office experience at minimum
- Practical knowledge of Creative Problem Solving
- Quality experience with Interior Design

- Proven knowledge of Creativity
- Comprehensive knowledge of meeting coordination and planning
- Wide ranging experience with Canva
- Microsoft Office Suites experience highly desired
- General familiarity with Revit
- Foundational knowledge in Coordinate Logistics
- Strong familiarity with Project Coordination
- Command of Coordinating Schedules
- Well-founded grasp of Professional Demeanor
- Be detailed, flexible, and organized
- Skill in Microsoft Office Suite applications - Word, Excel, PowerPoint, and Outlook
- Highly skilled at database and file management
- Applicants are preferred to hold a BA/BS degree in business, communications, or related field; a high school diploma or its equivalent is required
- Show the ability to adapt and learn new techniques and skill sets when required

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-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.**