

Property Administrator

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: \$15.68 to \$18.15 hourly
Employment status: Contract / Temporary

Description

Robert Half is seeking a motivated and organized **Junior Administrative Assistant** with an immediate availability who is looking to grow their career within a fast-paced, successful Real Estate Property/Facilities Mgt organization. As the Junior Administrative Assistant, you will be responsible for supporting important administrative tasks within various departments and play a critical role within the organization by supporting ongoing operations. This short-term contract employment opportunity is based in the **Fairfax, Virginia** area.

Responsibilities

- Providing support with calendars, including the coordination of conferences and meetings
- Word processing, faxing, data entry, filing, and scanning
- Admitting and leading visitors
- Orchestrating schedules and activities
- Structuring spreadsheets, improving presentations, and sustaining special projects
- Operating telephone calls and managing a multiline phone system
- Advocate for diverse projects for other employees when required
- Processing and redacting documents
- Managing orders for supplies and services, and tracking progress and result

Requirements

- Ability to enter data into various electronic systems while maintaining the integrity and accuracy of the data
- Excellent attention to detail
- Proficient computer skills including word processing, spreadsheets, presentation software, as well as databases and customer database systems
- Strong communication skills, both verbally and in writing
- 1+ years of administrative support experience
- Comprehensive knowledge of composing various kinds of correspondence
- navigating basic office equipment and protocols experience
- Expertise in Microsoft Excel

- Ability to use the internet for research

-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.

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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.