

## Sr. 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:** \$21.00 to \$23.00 hourly

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

### Description

If you're a talented, ambitious Sr. Administrative Assistant who's looking for a new long-term challenge, Robert Half has an exciting opportunity for you to check out. You will be responsible for various office support and administrative duties as the Sr. Administrative Assistant. This role involves a lot of daily management, communication between internal and external members, and providing support to senior leadership members. This is a great opportunity for you to embrace your passions as an Sr. Administrative Assistant and grow into a member of their team long term, this Sr. Administrative Assistant opportunity is located in the Mclean area.

Responsibilities: - Respond to phone inquiries, email correspondence, and daily requests - Perform daily administrative support to senior leadership team and VP staff - Handle travel coordination, event/conference prep, credit card reconciliations - Receive and tend to visitors and C-Suite staff members as needed - Project management as needed for senior leadership members -Process invoices and comfortable using excel spreadsheets

### Requirements

At least 3 years of Administrative Assistant experience preferred - Sound written and verbal communication skills, travel coordination experience (national and international), Microsoft Teams meeting assistance, and nuanced calendar support and coordination - Knowledgeable computer skills including word processing, Excel spreadsheets and presentation software, Microsoft Teams, as well as databases and customer database systems - Solid understanding of VP and Senior Leadership support - Administrative Assistance experience in a fast-moving environment -Experience with processing invoices

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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.**