The SOFEI Group (4723)
To: Employment Counselor
Date: 01/23/2026

Robert Half®
is now hiring!

22042

Falls Church, VA, 22042

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: $21.85 to $25.30 hourly
Employment status: Contract / Temporary to Hire

Description

We are offering an Administrative Assistant a contract to permanent employment opportunity in the service industry, located in Falls Church, Virginia, 22042, United States. As an Administrative Assistant, you will be expected to maintain a high level of organization, manage various tasks, and pay keen attention to details. You will be working with a diverse team and should be flexible and adaptable to changing priorities.

Responsibilities:
• Prioritize and manage multiple administrative tasks effectively.
• Maintain a high level of attention to detail while handling data and administrative tasks.
• Ensure accurate data entry of information into relevant databases and systems.
• Meet set deadlines consistently.
• Adapt to changing priorities based on the situation and needs of the team.
• Deliver strong customer service to both internal and external customers.
• Collaborate effectively with existing team members.
• Utilize Microsoft Excel skills, including VLOOKUP, Pivot Table, and Excel Formulas.
• Manage calendars and correspondence using Microsoft Outlook.
• Develop social media content and perform basic graphic design tasks.

Requirements

• Proficiency in Microsoft Excel with knowledge of VLOOKUP, Pivot Table, and Excel Formulas.
• Demonstrable experience with Microsoft Outlook and Calendar Management.
• Excellent communication skills, both written and verbal.
• Familiarity with creating and managing Social Media Content.
• Adeptness in Graphic Design with a keen eye for aesthetics and details.
• Prior experience in a service industry would be beneficial.
• Ability to multitask and prioritize work.
• Strong organizational skills with an attention to detail.
• Demonstrable ability to handle sensitive and confidential information with discretion.
• Team player with a positive attitude and problem-solving abilities.

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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All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit 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.