

## 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:** \$13.46 to \$15.59 hourly  
**Employment status:** Contract / Temporary

### Description

Candidates applying for this Administrative Assistant position should be ready for a lot of mail merging, pivot tables, and presentation design! If you're results-oriented, you might be the Administrative Assistant Robert Half is looking for to perform various administrative and office support duties. You might be the right candidate for this Administrative Assistant position if you are deeply passionate about growing your career. This is a short-term contract / temporary opportunity in the Bethesda, Maryland area, so Administrative Assistant candidates looking for that kind of arrangement are encourage to apply.

Your responsibilities in this role

- Answer telephone calls
- Support diverse projects for other employees
- Navigate through word processing, filing, and faxing
- Greet and direct visitors

### Requirements

- Comprehensive knowledge of Organize Meetings
- Typing Data Entry experience
- Phone Etiquette experience
- Well-founded grasp of Administrative Assistance
- Proven knowledge of Phone Inquiries
- Foundational knowledge in Perform Data Entry
- Command of Computer Data Entry
- General familiarity with Administrative Office
- Proficiency with diverse computer applications and experience with contract database systems
- Excellent written, verbal and social communication skills highly desired
- Familiarity with using the internet for research tasks
- At least 1 year of Administrative Assistant experience preferred

If you are an ambitious individual who is passionate about supporting a dynamic and growing company and who thrives in a creative environment, please contact us today! We are looking to fill this position by the end of the week, so contact us today!

-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.**