

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: \$16.00 to \$18.00 hourly

Employment status: Contract / Temporary to Hire

Description

You'll love this Administrative Assistant job if you love mail merging, pivot tables, and presentation design! Robert Half is seeking results-oriented candidates for an Administrative Assistant position, which will perform various administrative and office support duties. Anyone who is deeply passionate about growing their Administrative Assistant career will be excited about this position. If you're looking for a job in the Vienna, Virginia area, consider this long-term contract to hire Administrative Assistant position.

Your responsibilities

- Provide help when needed with various projects for other employees
- Perform word processing, filing and faxing
- Answer telephone calls and return voicemails
- Greet and guide visitors

Requirements

- Candidate must have substantial computer experience including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Excellent oral and written communication skills
- Skills in internet research
- Solid understanding of navigating basic office equipment and protocols
- Strong familiarity with Administrative Assistance
- Microsoft Office experience
- 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! Contact us now - as this position will be filled by the end of the week!

-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.