

Administrative Coordinator

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: \$16.15 to \$18.70 hourly
Employment status: Contract / Temporary

Description

If you're looking for work as an Administrative Assistant, Robert Half has an opening for someone who is results-oriented and deeply passionate about growing their career. You'll succeed in this Administrative Assistant position, if you can perform various administrative and office support duties. Don't hesitate to contact us if you love mail merging, pivot tables, and presentation design. There is a terrific short-term contract / temporary Administrative Assistant opening, so if you're looking for work in the Alexandria, Virginia area, this might be right for you!

Key responsibilities

- Handle telephone calls
- Greet and guide visitors
- Provide help when needed with various projects for other employees
- Organize word processors, files, and faxes

Requirements

- Administrative Assistance experience required
- Foundational knowledge in meeting coordination and planning
- Comprehensive knowledge of e-Filing
- Approved Invoices experience
- Clerical Duties experience
- Proven ability to use the internet for research
- Ability to communicate verbally and in writing effectively throughout all levels of the company
- At least 1 year of Administrative Assistant experience preferred
- Substantial computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems

Are you a passionate self-starter looking to grow within a dynamic company and thrive in a creative environment? Then we would love to hear from you! Contact us now - this position will be staffed 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.

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.