

## Office Administrator

**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:** \$15.83 to \$18.33 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. This is an Administrative Assistant position for someone who is deeply passionate about growing their career. This Administrative Assistant vacancy is based in the Bethesda, Maryland area and is a short-term contract / temporary opportunity.

Your responsibilities in this role

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

### Requirements

- Skills in internet research
- At least 1 year of Administrative Assistant experience preferred
- Strong communication and interpersonal skills (verbal, written, and listening)
- Candidate must have substantial computer experience including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Solid understanding of Answering Inbound Calls
- Customer service experience required
- Well-founded grasp of Microsoft Outlook
- Practical knowledge of Schedule Appointments
- Proficiency in data entry
- Proven knowledge of Microsoft Excel
- General familiarity with Microsoft Word
- Experience with Inbound Outbound Calls
- Foundational knowledge in Email Correspondence

We are a creative, dynamic company seeking an ambitious individual to come join our growing company. If you are a passionate self-starter that thrives in an innovative environment, we would love to hear from you! This position will be filled by the end of the week so don't hesitate in contacting us!

-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.**