

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: \$15.00 to \$20.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is looking for an experienced Administrative Assistant who enjoys problem-solving and taking on new challenges in a fast-paced environment. You will be leading the efforts of supporting the office by taking on various office and administrative tasks as an Administrative Assistant. Do you embrace the tasks of mail merging, pivot tables, and presentation design? Then we have just the Administrative Assistant position for you. A long-term contract opportunity, this Administrative Assistant opportunity is located in the Herndon, Virginia area.

Your responsibilities

- Back various projects for other employees
- Handle telephone calls
- Greet and direct visitors
- Navigate through word processing, filing, and faxing

Requirements

- Microsoft Word experience preferred
- Proficiency in Microsoft Outlook
- Solid understanding of Microsoft Excel
- Ability to use the internet for research
- At least 1 year of Administrative Assistant experience preferred
- Sound written and verbal communication skills
- Substantial computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems

We are seeking passionate, ambitious candidates that are interested in growing and supporting our dynamic company. If you are a self-starter that thrives in a creative environment, please contact us today! This opportunity will be filled by the end of the week so don't hesitate!

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.