

Office 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 \$17.00 hourly
Employment status: Contract / Temporary

Description

If you're someone that thrives being busy, this position may be perfect for you! An expanding company is in need of a highly-skilled and experienced Office Assistant and has partnered with Robert Half to find the best candidate. If you're a self-starter, this position may be a great match for you! A long-term contract position has opened up for an Office Assistant in the Dulles, Virginia area.

How you will make an impact

- Copy, faxing, and filing for a number of different departments
- Maintain office facilities
- Data entry
- Route calls appropriately

Requirements

- Expertise in navigating basic office equipment and protocols
- Deep understanding of Administrative Office
- Implement and improve changes in procedures immediately
- 2+ years of experience
- Eagerness to take on anything from small internal administrative tasks to high profile requests
- Strong know-how of spreadsheets and word processing is desired
- Ability to handle multiple tasks to prioritize needs and expedite tasks upon request
- Accomplishes tasks independently

If you are keen on growing your career and love working in collaborative environments, we want to hear from you! Candidates that thrive in dynamic and progressive company environments, may be a great fit for this open position. This opening is expected to be staffed by the end of the week - don't hesitate in reaching out to 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.