

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: \$16.00 to \$16.50 hourly
Employment status: Contract / Temporary

Description

Non-Profit firm is looking for an Office Assistant to fill an open position at a flourishing company in the Non-Profit industry. This positions is ideal for applicants that are highly-skilled, motivated, and love working on various assignments simultaneously. You might be a great fit for this position if you are driven and a self-starter. A long-term contract Office Assistant position is currently available in the Fairfax, Virginia area.

What you get to do every day

- Direct calls appropriately
- Copy, faxing, and filing for many departments
- Submit data accurately
- Oversee office facility
- Maintain office facilities
- Data entry

Requirements

- Capacity to assess process and internal control weaknesses and identify improvements
- An enthusiastic teammate who is willing to take on anything from small internal administrative tasks to high profile requests
- Manage tasks independently
- Receptionist Duties experience
- Proficiency in navigating basic office equipment and protocols
- Microsoft Office experience desired
- 1+ years of experience
- Ability to multitask effectively

- Should be knowledgeable of word processing and spreadsheets

Do you approach work with a winning team attitude? We may have an excellent opportunity for you so contact us today! If you enjoy working in a dynamic environment, this position may be ideal for you. This opening won't be available by the end of the week so contact us now!

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This Job Posting will expire in 10 days.