

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: \$16.00 to \$19.50 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. A company in the Rockville, Maryland area is seeking an Administrative Assistant for a contracted / temporary position.

Requirements

- Available to work in-office and be commutable to Rockville, Maryland

- Employ strong prioritization skills and a sense of urgency
- Answer telephone calls and return voicemails
- Greet and instruct visitors
- Put in orders for office and kitchen supplies
- Perpetuate a number of different office filing processes and offer general office filing and faxing support
- Assist other employees with diverse projects
- Receive, review, and distribute incoming mail according to specified procedures
- Ideal candidate must have adept computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Coordinating Schedules experience
- Observant, accurate and able to thrive in a fast-paced environment
- 1+ years of related experience
- Optimistic, creative, resourceful, solution-oriented, and tech-savvy
- Excellent phone etiquette and ability to establish rapport with diverse clientele
- Excellent communication and organizational skills

- Customer service and office administrative skills

- Strong organization skills with a sense of urgency and capable of prioritizing multiple task

-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.