

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 \$17.00 hourly
Employment status: Contract / Temporary to Hire

Description

Our client is looking for a **part-time** administrative assistant to work onsite 3 days a week. In this Administrative Assistant role, you will perform various administrative and office support duties. This Administrative Assistant role is a short-term contract / temporary to hire opportunity and is located in the Bowie, Maryland area.

Your responsibilities in this role

- Complete word processing, filing, and faxing
- Assist other employees with diverse projects
- Greet and instruct visitors
- Respond to phone inquiries

Requirements

- Ability to communicate verbally and in writing effectively throughout all levels of the company
- Internet research skills
- Strong computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- At least 1 year of Administrative Assistant experience preferred
- Coordinating Schedules experience preferred
- Proficiency in switchboard phones from 1-10 lines
- Solid understanding of Organizing Files

If you are an ambitious individual who is passionate about supporting a dynamic and growing company and who thrives in a creative environment, please contact us today! This position will be filled by the end of the week so don't hesitate in contacting us!

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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.