

Project 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: \$17.10 to \$19.80 hourly
Employment status: Contract / Temporary

Description

For a satisfying Project Assistant position in the Hospitality industry, this opening from Robert Half is just what you need. Do you enjoy helping projects run smoothly? Do you have exceptional organization skills? If so, we insist that you apply today! We seek someone with the skills and abilities to succeed in this challenging role. Come to Herndon, Virginia, for this short-term contract Project Assistant role.

Major responsibilities

- Help with event registration, ensure all attendees have necessary badge information
- Assist team with event set up, including sign and booth set up
- Must be able to lift at least 25 lbs and be on your feet for long periods of time
- Aid project teams by providing administrative, technical and clerical support

Requirements

- Be able to prioritize workload and perform in a fast-paced and challenging environment
- Event management experience
- Check-In experience
- Solid understanding of Registration Process
- Proficiency in customer service
- Demonstrated abilities with the Microsoft Office Suite - Word, Excel, PowerPoint, and Outlook
- Attention to detail and proven ability to follow standard procedures is a requirement
- Demonstrated flexibility to adapt to changes in procedures
- 1 year of experience in a business/office setting required

-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.