The CareerCatchers, Inc. (4873)
To: Employment Counselor
Date: 03/29/2024

Robert Half®
is now hiring!

22152

Springfield, VA, 22152

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: $17.10 to $19.80 hourly
Employment status: Contract / Temporary to Hire

Description

Looking to take your experience as an Administrative Assistant to the next level? Robert Half has a terrific opportunity for you to consider in a dynamic, ever-growing team. You will take charge of a number of different office support and administrative duties as the Administrative Assistant. Do you love mail merging, pivot tables, and presentation design? Then we have the Administrative Assistant position for you. A short-term contract / temporary to hire opportunity, this Administrative Assistant opportunity is located in the Springfield, Virginia area.

Major responsibilities

- Back various projects for other employees

- Handle telephone calls

- Greet and instruct visitors

- Complete word processing, filing, and faxing

Requirements

- Proficiency with diverse computer applications and experience with contract database systems

- At least 1 year of Administrative Assistant experience preferred

- Command of vendor relations and sourcing

- Strong familiarity with Microsoft Word

- MS Outlook experience

- Proven knowledge of switchboard phones from 1-10 lines

- Microsoft Excel experience preferred

- Solid understanding of real estate leasing

- Excellent written, verbal and social communication skills

- Proven ability to use the internet for research

Are you passionate about supporting a dynamic and growing company and looking to thrive in a creative environment? Then we would love to hear from you! This opportunity will be filled by the end of the week so don't hesitate!

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-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.

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.