

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: \$16.00 to \$18.00 hourly
Employment status: Contract / Temporary

Description

Passionate and proficient are two words that should describe the next Project Assistant at the company Robert Half is partnered with. Are you an organized and proficient multitasker with a love for conducting research? Then this job may be for you! We are confident this role will be a career-booster for any candidate. We are looking for a candidate with the requisite skills talent to take on this exciting new career opportunity. Based in Gaithersburg, Massachusetts, the Project Assistant position is a short-term contract / temporary opportunity.

Major responsibilities

- Organizing travel and accommodation arrangements for project-related events, including training seminars and conferences
- Managing the distribution of project information to key partners
- Help out project teams by providing administrative, technical and clerical support
- Handling the analysis of data, development of reports, proofreading and editing of documents, and preparation of presentations
- Using online resources to research information
- Taking minutes at meetings and maintaining records of assignments and progress
- Organizing team meetings and communication per project specifications to keep project deliverable schedules on track and support Project Managers
- Requesting further information for documents that are deemed incomplete

Requirements

- Well-founded grasp of customer service
- Mobile Tablet experience required
- Data Input experience
- Comprehensive knowledge of Mobile Tablet
- Tablet Devices experience
- Proven knowledge of Data Input

- General familiarity with data entry
- Experience with Data Input
- 1 year of business/office experience at minimum
- Microsoft Project, JIRA, Mavenlink, and NetSuite is desired
- Be creative, adaptive, and eager to learn new technical skill sets
- This position requires a high school diploma or its equivalent, though a BA/BS degree in business, communications, or related field is preferred
- Strong attention to detail
- Highly skilled at database and file management
- Be able to prioritize workload and perform in a fast-paced and challenging environment
- Proficiency with Microsoft Office Suite software - Word, Excel, PowerPoint, and Outlook

-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.

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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.