

## Office 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:** \$19.00 to \$21.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is looking for an experienced Office 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 Bethesda, Maryland area is seeking an Administrative Assistant for a contracted / temporary position.

### Requirements

**- Available to work in-office and be commutable to Bethesda, 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

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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.**