

## 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 \$22.00 hourly  
**Employment status:** Contract / Temporary

### Description

If you think you can provide a growing company with support in various administrative duties, you might be the highly-skilled and motivated Office Assistant Robert Half is looking for. Are you a hard worker who loves handling multiple projects at once with a positive outlook? Then this is the Office Assistant role for you. The Office Assistant is a short-term contract / temporary opportunity and is located in the Washington, District of Columbia area.

How you will make an impact

- Maintain office facility
- Submit data in various forms into electronic systems
- Dispatch calls to the appropriate parties
- Copy, faxing, and filing for a number of different departments

### Requirements

- Possessing an understanding of word processing and spreadsheets is desired
- A willingness to take on both small administrative tasks and high visibility requests
- Strong familiarity with navigating basic office equipment and protocols
- Foundational knowledge in Paper Filing
- Command of back office support
- Comprehensive knowledge of Administrative Office
- Skills to assess process and internal control weaknesses and identify improvements
- Ability to multitask efficiently and prioritize work
- Accomplishes tasks independently

/r/n/r/nlf you enjoy working in a collaborative environment and want to advance your current position, we want to hear from you! This position is best suited for candidates that thrive in compelling and dynamic work environments. This position is expected to be filled quickly - contact us today!

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 works to put you in the best position to succeed. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity - whenever you choose - even on the go. [Download the Robert Half app](#) and get 1-tap apply, notifications of AI-matched jobs, and much more.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit [roberthalf.gobenefits.net](http://roberthalf.gobenefits.net) for more information.

© 2024 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**