

## 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:** \$15.04 to \$17.41 hourly  
**Employment status:** Contract / Temporary

### Description

You might be the highly-skilled and motivated Office Assistant Robert Half is looking for, if you're interested in providing support with various administrative duties. Are you a self-starter 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 Silver Spring, Maryland area.

Your responsibilities in this role

- File, copy and faxing for multiple departments
- Own the accurate submission of data
- Maintain office facility and resources
- Route calls to the appropriate parties

### Requirements

- Strong familiarity with Administrative Office
- Knowledge of filing
- Comprehensive knowledge of switchboard phones from 1-10 lines
- Ability to manage, lead change and build process improvements
- Ability to handle multiple tasks to prioritize needs and expedite tasks upon request
- Being savvy with word processing and spreadsheets is favorable
- An enthusiastic teammate who is willing to take on anything from small internal administrative tasks to high profile requests
- Finish tasks independently
- Skills that allow for the completion of general office work, the operation of basic office equipment, and the routing of incoming materials to the proper individuals

If you thrive in team-oriented environments and want to take your career to the next level, contact us today! If you love working in a fast-paced and thriving environment, this position may be a great fit for you. This opening is expected to be staffed by the end of the week - don't hesitate in reaching out to us!

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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.**