

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: \$19.95 to \$23.10 hourly
Employment status: Contract / Temporary

Description

If you're a talented, ambitious Administrative Assistant who's looking for a new challenge in the Non-Profit industry, Robert Half has an exciting opportunity for you to check out. You will perform a number of different administrative and office support duties in this Administrative Assistant position. Do you love pivot tables, mail merging, and presentation design? Then this is a great opportunity for you to embrace your passions as an Administrative Assistant. This Administrative Assistant role is a short-term contract / temporary opportunity and is located in the Washington, District of Columbia area.

What you get to do every day

- Handle telephone calls
- Greet and direct visitors
- Organize word processors, files, and faxes
- Back various projects for other employees

Requirements

- Solid computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Data entry experience
- Comprehensive knowledge of customer service
- Filing experience
- Experience with database management
- Deep understanding of data entry
- At least 1 year of Administrative Assistant experience preferred
- Skills in internet research
- Strong communication and interpersonal skills

We are seeking passionate, ambitious candidates that are interested in growing and supporting our dynamic company. If you are a self-starter that thrives in a creative environment, please contact us today! This opening will be staffed by the end of the week, so don't delay - contact us now!

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 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.