



is now hiring!

### 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:** \$50000.00 to \$60000.00 yearly  
**Employment status:** Full-time

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### Description

Robert Half Direct is partnering with a real estate consulting firm seeking a full-time Administrative Assistant to join the team. The Administrative Assistant will collaborate and provide operations, business development, and administrative support to all staff in the office. Candidates should be passionate about urban development, real estate, design, and public policy.

**Responsibilities:**

*General Office Management and Operations:*

- Provide general office support (i.e., reception area management, answering and directing phone calls,
- Maintain an inventory of office supplies, meeting scheduling, staff events organization, etc.)
- Act as liaison with Information Technology and/or outside vendors to support relevant systems
- Perform other related duties as assigned

*Business Development Support*

- Assist practice area leaders on strategic positioning for marketing and thought leadership activities, e.g.: preparation of conference panels and other targeted materials
- Book and manage detailed travel itineraries, (once safe travel has resumed)
- Facilitate communications with the internal team, clients, and external parties
- Manages expense filing and reconciliation for Partners

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### Requirements

- 1-2 years of experience as an Administrative Assistant
- Strong computer skills including Microsoft Word, Microsoft Excel, Outlook
- Experience managing expenses and reconciliations
- Experience with booking and managing travel arrangements preferred
- Analytical and ability to solve problems
- Excellent phone/communication skills
- Passionate about Urban development/ Real Estate

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OfficeTeam, a Robert Half Company, matches professionals in the administrative field with remote or on-site jobs on a temporary and temporary-to-full-time basis. Whether you're a seasoned administrative pro or starting your career, we have options for you.

Our experienced staffing professionals can promote you to employers and advocate on your behalf. We provide access to top jobs, competitive compensation and benefits, and free online training. For more opportunities, get the Robert Half app and receive instant notifications when our AI matches your skills and experience with jobs.

When you work with us, you're working with the best. has been recognized as one of FORTUNE's "Most Admired Companies" every year since 1998 and was named to Forbes' inaugural list of America's Best Temporary Staffing Firms.

Questions? Call your local office at 1.888.490.4154. 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.

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