



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:** \$13.46 to \$15.59 hourly  
**Employment status:** Temporary

### Description

If you're looking for work as an Administrative Assistant, Robert Half has an opening for someone who is results-oriented and deeply passionate about growing their career. If you are looking for work as an Administrative Assistant and can perform various administrative and office support duties, this job might be for you. If you love mail merging, pivot tables, and presentation design, don't hesitate to contact us! Candidates looking for a short-term contract / temporary position in the Arlington, Virginia area will find this Administrative Assistant position to be a terrific opportunity.

What you get to do every single day

- Assist other employees with diverse projects
- Greet and direct visitors
- Handle telephone calls
- Perform word processing, filing and faxing

### Requirements

- At least 1 year of Administrative Assistant experience preferred
- Microsoft Outlook experience
- Foundational knowledge in Microsoft Excel
- Deep understanding of Microsoft Word
- Solid understanding of navigating basic office equipment and protocols
- Maintain Office Supplies experience preferred
- Internet research skills
- Excellent written, verbal and social communication skills highly desired
- Substantial computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems

Are you a passionate self-starter looking to grow within a dynamic company and thrive in a creative environment? Then we would love to hear from you! Contact us now - as this position will be filled by the end of the week!

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.com/benefits> 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.**

