



is now hiring!

Administrative Assistant
<p>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.</p> <p>Salary range: \$12.66 to \$14.66 hourly</p> <p>Employment status: Contract / Temporary</p>
<p>Description</p> <p>Candidates who are results-oriented and deeply passionate about growing their careers in the Healthcare/NHS industry will be interested in the Administrative Assistant position Robert Half is hiring for. You'll succeed in this Administrative Assistant position, if you can perform various administrative and office support duties. You'll succeed at this job if you love mail merging, pivot tables, and presentation design, so don't hesitate to contact us if you fit that description! You might be right for this terrific Administrative Assistant position, if you're looking for a short-term contract / temporary position in the Arlington, Virginia area!</p> <p>Your responsibilities in this role</p> <ul style="list-style-type: none">- Support a variety of projects for other employees- Greet and direct visitors- Organize word processors, files, and faxes- Respond to phone inquiries
<p>Requirements</p> <ul style="list-style-type: none">- Excellent communication skills (written and verbal)- Accomplished computer skills are a must. This includes word processing, spreadsheets and presentation software, as well as databases and customer database systems- At least 1 year of Administrative Assistant experience preferred- Microsoft Word experience- Microsoft Outlook experience- Meeting coordination and planning experience- Proficiency in Microsoft Excel- Proven ability to use the internet for research <p>Do you thrive in a creative environment? Then we want to hear from you! We are currently looking for a dynamic and passionate individual eager to support and contribute to a growing company. We are looking to fill this position by the end of the week, so contact us today!</p> <p>.</p>
<p>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.</p> <p>Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. Download the Robert Half app and get 1-tap apply, instant notifications for AI-matched jobs, and more.</p> <p>Questions? Call your local office at 1.888.490.4154. 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. Visit https://roberthalf.com/benefits.net/ for more information.</p> <p>2021 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to Robert Half's Terms of Use (www.roberthalf.com/terms-of-use).</p>
<p>Apply Here For Job Posting</p>

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

This Job Posting will expire in 10 days.

