

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: \$14.25 to \$16.50 hourly

Employment status: Contract / Temporary to Hire

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 able to perform various administrative and office support duties, you might be right for this Administrative Assistant position. 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! This short-term contract / contract to hire position is a terrific Administrative Assistant opportunity and is based in the Mclean, Virginia area.

Responsibilities

- Handle telephone calls
- Receive and tend to visitors
- Back various projects for other employees
- Perform word processing, filing and faxing

Requirements

- Back office support experience desired
- Command of Administrative Office
- Internet research skills
- Strong communication and interpersonal skills
- At least 1 year of Administrative Assistant experience preferred
- Accomplished computer skills are a must. This includes word processing, spreadsheets and presentation software, as well as databases and customer database systems

If you are a self-starter who is passionate about supporting a dynamic and growing company and looking to thrive in a creative environment, we would love to hear from you! This position will be filled by the end of the week so don't hesitate in contacting us!

-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.

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Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. 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.