

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: \$23.75 to \$27.50 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. To succeed in this Administrative Assistant position, you will need to 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! There is a terrific short-term contract / temporary to hire Administrative Assistant opening, so if you're looking for work in the Arlington, Virginia area, this might be right for you!

Your responsibilities in this role

- Greet and guide visitors
- Support diverse projects for other employees
- Tend to word processing, filing, and faxing duties
- Field telephone calls

Requirements

- At least 1 year of Administrative Assistant experience preferred
- Proven ability to use the internet for research
- Calendar Management experience highly desired
- Deep understanding of Microsoft Outlook
- Knowledge of Microsoft Excel
- Foundational knowledge in Calendar Management
- Microsoft Word experience desired
- Capable computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- 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! We are looking to fill this position by the end of the week, so contact us today!

-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 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.

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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This Job Posting will expire in 10 days.