

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: \$18.05 to \$20.90 hourly
Employment status: Contract / 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 where you will perform various administrative and office support duties, this Administrative Assistant position might be a good fit for you. You'll love this job if you love mail merging, pivot tables, and presentation design, so don't hesitate to contact us if that sounds like you! This is a terrific opportunity for someone looking for a short-term contract / temporary Administrative Assistant position based in the Washington, District of Columbia area.

Major responsibilities

- Greet and instruct visitors
- Navigate through word processing, filing, and faxing
- Assist other employees with diverse projects
- Answer telephone calls and return voicemails

Requirements

- Applicant must be familiar with word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Excellent oral and written communications skills
- Familiarity with using the internet for research tasks
- Deep understanding of Administrative Assistance
- Human Resources (HR) Administration experience desired
- HRIS experience
- At least 1 year of Administrative Assistant experience preferred

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. 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.

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

This Job Posting will expire in 10 days.