

## General Office Clerk

**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:** \$15.68 to \$18.15 hourly  
**Employment status:** Contract / Temporary

### Description

If you are a highly motivated self-starter who is keen on working in the Real Estate Property/Facilities Mgt industry, there is an excellent career opportunity with Robert Half for a General Office Clerk. This essential role is for someone who loves organization, order, and people. This Reston, Virginia area General Office Clerk role will be long-term contract, and will be responsible for performing various administrative support tasks, including operating office equipment and completing general clerical work.

#### Your responsibilities

- Receiving and placing telephone calls
- Provide support to other employees with diverse projects as necessary
- Offer a warm face for customers
- Provide front desk and receptionist support
- Data entry, word processing, filing, scanning, copying, and faxing
- Providing accurate, friendly customer service in a timely fashion
- Carry out correspondence according to prescribed style and format

### Requirements

- Demonstrated flexibility to adapt to changes in procedures and job assignments
- Be able to prioritize workload and perform in a fast-paced and challenging environment
- A high school diploma or its equivalent is required for this position
- At least 1 year of Office Clerk experience preferred
- Highly organized, attentive, has a sense of urgency, flexible and able to deal with frequent interruptions and changing priorities
- Basic computer skills, including Word and Excel
- Excellent written, verbal and social communication skills highly desired
- Adept handling office equipment
- Deep understanding of Adobe Photoshop
- Practical knowledge of scanning
- General familiarity with Xerox
- Communication Skills experience preferred

- Background working with Track Inventory
- Adeptness in Adobe InDesign
- Heavy Lifting experience highly desired
- Customer service experience
- Demonstrated knowledge of Maintain Logs
- Office supply and equipment ordering experience highly preferred
- Microsoft Office Suites experience preferred

---

-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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

---

[Apply Here For Job Posting](#)

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

**This Job Posting will expire in 10 days.**