

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: \$20.00 to \$22.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is hiring an Administrative Assistant, so if you're results-oriented and want to perform various administrative and office support duties, you should consider this opening. We are looking for people who are deeply passionate about growing their careers as an Administrative Assistant. Candidates seeking a short-term contract / temporary position in the Chevy Chase, Maryland area would be interested in this Administrative Assistant opportunity.

What you get to do every day

- Assist other employees with diverse projects
- Receive and direct visitors
- Respond to phone inquiries
- Tend to word processing, filing, and faxing duties

Requirements

- Proficiency with diverse computer applications and experience with contract database systems
- Solid understanding of Administrative Assistance
- Proficiency in Answering Inbound Calls
- Expertise in Administrative Office
- Excellent verbal, written, and social communication skills
- At least 1 year of Administrative Assistant experience preferred
- Familiarity with using the internet for research tasks

A growing, dynamic company would love to hear from you if you are a passionate self-starter that thrives in a creative environment. Contact us now - this position will be staffed by the end of the week!

-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.