

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: \$16.00 to \$18.00 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half has an exciting opportunity for an experienced Administrative Assistant who enjoys solving complex problems and thrives in a fast-paced environment. You will take charge of a number of different office support and administrative duties as the Administrative Assistant. Do you love mail merging, pivot tables, and presentation design? Then we have the Administrative Assistant position for you. This Administrative Assistant role is a short-term contract to hire opportunity and is located in the Vienna, Virginia area.

What you get to do every single day

- Support diverse projects for other employees
- Greet and instruct visitors
- Answer telephone calls and return voicemails
- Perform word processing, filing and faxing

Requirements

- At least 1 year of Administrative Assistant experience preferred
- Sound written and verbal communication skills
- Ability to use the internet for research
- Comprehensive knowledge of navigating basic office equipment and protocols
- Strong with Microsoft Office is a must
- Solid computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- reliable transportation
- AA or BA degree is preferred

An ambitious self-starter is currently wanted by a growing, dynamic company. if you thrive in a creative environment, then this opportunity may be ideal for you. This opening will be staffed by the end of the week so don't wait in applying!

-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.