

Office 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: \$13.46 to \$15.59 hourly
Employment status: Contract / Temporary

Description

An Office Assistant position has become available at a growing firm. Contact Robert Half today to be considered for this excellent opportunity. We are looking for highly-skilled, motivated candidates that enjoy multitasking on multiple projects at once. If you're a self-starter, this position may be a great match for you! This Office Assistant position, located in the Arlington, Virginia area, is perfect for individuals looking for short-term contract / temporary employment.

Responsibilities

- Maintain office facilities
- Direct calls appropriately
- Copy, faxing, and filing for multiple departments
- Submit data accurately

Requirements

- Solid understanding of Bulk Mailings
- navigating basic office equipment and protocols experience
- Should possess a thorough knowledge of word processing and spreadsheets
- Complete tasks independently
- A committed teammate who is willing to take on anything from small internal administrative tasks to high profile requests
- Ability to multitask and communicate well with individuals of all backgrounds
- Skills to assess process and internal control weaknesses and identify improvements

If you enjoy working part of a team environment and are eager to grow your career, we want to hear from you! Individuals that thrive in energizing and compelling environments, will appreciate this work opportunity. This position is expected to be filled quickly - 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.

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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.