

Membership Coordinator

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: \$16.15 to \$18.70 hourly
Employment status: Contract / Temporary

Description

You'll love this Administrative Assistant job if you love mail merging, pivot tables, and presentation design! Robert Half is looking for a results-oriented Administrative Assistant to perform various administrative and office support duties. We are looking for people who are deeply passionate about growing their careers as an Administrative Assistant. If you're looking for a short-term contract / temporary position, consider this Administrative Assistant opening in the Alexandria, Virginia area.

Responsibilities

- Greet and guide visitors
- Support diverse projects for other employees
- Perform word processing, filing and faxing
- Field telephone calls

Requirements

- Solid understanding of data entry
- Customer service experience
- Strong communication and interpersonal skills
- Proven ability to use the internet for research
- At least 1 year of Administrative Assistant experience preferred
- Knowledgeable computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems

A growing, dynamic company would love to hear from you if you are a passionate self-starter that thrives in a creative environment. We are looking to fill this position by the end of the week, so 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.