

## 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:** \$12.66 to \$14.66 hourly  
**Employment status:** Contract / Temporary

### Description

If you're looking for work as an Administrative Assistant, Robert Half has an opening for someone who is results-oriented and deeply passionate about growing their career. To succeed in this Administrative Assistant position, you will need to perform various administrative and office support duties. Don't hesitate to contact us if you love mail merging, pivot tables, and presentation design. There is a terrific short-term contract / temporary Administrative Assistant opening in the Arlington, Virginia area!

Your responsibilities

- Complete word processing, filing, and faxing
- Answer telephone calls
- Support a variety of projects for other employees
- Receive and tend to visitors

### Requirements

- At least 1 year of Administrative Assistant experience preferred
- Strong communication and interpersonal skills
- Ideal candidate must have adept computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Solid understanding of navigating basic office equipment and protocols
- Proven ability to use the internet for research

Do you thrive in a creative environment? Then we want to hear from you! We are currently looking for a dynamic and passionate individual eager to support and contribute to a growing company. An applicant will be selected by the end of the week. Apply 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.

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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