

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 looking for an entry level Administrative Assistant who enjoys problem-solving and taking on new challenges in a fast-paced environment. You will take charge of a number of different office support and administrative duties as the Administrative Assistant. Do your talents include mail merging, file organization, and entry level IT? Then we have the Administrative Assistant position for you. This Administrative Assistant role is a long-term contract / temporary opportunity and is located in the Gambrills, Maryland area.

What you get to do every day

- Handle telephone calls
- Back various projects for other employees
- Print and organize invoices
- Tend to word processing, filing, and faxing duties

Requirements

- At least 1 year of Administrative Assistant experience preferred
- Outgoing Mail experience
- Adeptness in Prepare Outgoing Mail
- Distribute Incoming Mail experience preferred
- Proficiency in Organizing Files
- Demonstrated knowledge of Outgoing Shipments
- Clerical Duties experience required
- Solid understanding of Administrative Assistance
- General familiarity with Email Correspondence
- Ability to communicate verbally and in writing effectively throughout all levels of the company
- Applicant must be familiar with word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Proven ability to use the internet for research

If you are a passionate self-starter that is looking to contribute to a dynamic and growing company and is looking to thrive in a creative environment, we would love to hear from you! This position will be filled by the end of the week so contact us immediately!

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.