

The CareerCatchers, Inc. (4873)
To: Employment Counselor
Date: 05/04/2024



22102
McLean, VA, 22102

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 \$23.86 hourly
Employment status: Contract / Temporary

Description

Sales Support collaborates with multiple Hilton Worldwide Sales teams globally to manage accounts through elimination of duplicated effort automation and optimization of business processes and new value-added and differentiated services.

We maintain a culture aligned with the wider Commercial Services team evolving ourselves into the most sought-after partners in hospitality freeing up seller's time and driving efficiency consistency and governance to maximize performance and drive results.

Individuals will be working within a dynamic open and diverse environment. Must be able to prioritize workload and have attention to detail.

Requirements

Must have high level experience in working with MS Office specifically Outlook Excel and PowerPoint.

SalesForce experience a plus.

Hospitality Customer Service Travel Industry experience desired.

Some College preferred.

-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.

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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.