

Project Manager

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: \$28.50 to \$33.00 hourly
Employment status: Contract / Temporary

Description

If your dream job is heavy on mail merging, pivot tables, and presentation design, this could be the Administrative Assistant job for you! If you're looking for work in the Professional Services industry, where you will perform various administrative and office support duties, you might be the results-oriented Administrative Assistant Robert Half is looking for! We are looking for people who are deeply passionate about growing their careers as an Administrative Assistant. This Administrative Assistant vacancy is based in the Washington, District of Columbia area and is a long-term contract / temporary to hire opportunity.

Key responsibilities

- Tend to word processing, filing, and faxing duties
- Receive and tend to visitors
- Answer telephone calls
- Back various projects for other employees

Requirements

- Strong communication skills and able to receive criticism well
- Customer service experience required
- Deep understanding of Coordinating Events
- Administrative Office experience desired
- Internet research skills
- At least 1 year of Administrative Assistant experience preferred
- Capable 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. 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.

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.