

Facilities 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: \$17.10 to \$19.80 hourly
Employment status: Contract / Temporary

Description

If you're looking for work as an Facilities Coordinator, Robert Half has an opening for someone who is results-oriented and deeply passionate about growing their career. Perform various administrative and office support duties will be important to your success in this Facilities Coordinator position. There is a terrific opening in the Reston, Virginia area, so if you're looking for a short-term contract position, this might be right for you!

How you will make an impact

- Respond to phone inquiries
- Greet and guide visitors
- Organize word processors, files, and faxes
- Provide help when needed with various projects for other employees

Requirements

- At least 1 year of Administrative Assistant experience preferred
- Proven ability to use the internet for research
- General familiarity with customer service
- Proven knowledge of Restocking
- Quality experience with Facilities Coordinator
- Well-founded grasp of Assist Customers
- Organizational Effectiveness experience
- Strong familiarity with Communication Skills
- Practical knowledge of Effective Communication
- Solid understanding of Google Docs
- Email Correspondence experience
- Knowledge of Google Suite
- Excellent communication and organizational skills
- Strong computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems

Are you a passionate self-starter looking to grow within a dynamic company and thrive in a creative environment? Then we would love to hear from you! 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.

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.