

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: \$15.20 to \$17.60 hourly
Employment status: Contract / Temporary

Description

If you're looking to take your career as an Administrative Assistant to the next level, there's an exciting opportunity for you to check out at Robert Half. You will take charge of a number of different office support and administrative duties as the Administrative Assistant. Do you love pivot tables, mail merging, and presentation design? Then this is a great opportunity for you to embrace your passions as an Administrative Assistant. This Administrative Assistant role is a short-term contract / temporary opportunity and is located in the Herndon, Virginia area.

What you get to do every day

- Answer telephone calls and return voicemails
- Complete word processing, filing, and faxing
- Assist other employees with diverse projects
- Greet and direct visitors

Requirements

- Demonstrated knowledge of Scanning Documents
- Adeptness in Microsoft Office Suites
- General familiarity with filing
- Solid understanding of Administrative Assistance
- Experience with Communication Skills
- Answering Inbound Calls experience preferred
- Deep understanding of Assist Visitors
- Foundational knowledge in Assist Visitors
- Substantial computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- At least 1 year of Administrative Assistant experience preferred
- Skills in internet research
- Excellent verbal and written communication skills

If you are an ambitious individual who is passionate about supporting a dynamic and growing company and who thrives in a creative environment, please contact us today! Contact us now - as this position will be filled by the end of the week!

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.

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All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/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.