

## Office Specialist

**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:** \$18.00 to \$21.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is partnering with an innovative and well-respected firm to help them secure an Office Specialist as the newest member of their team in the South Metro Minnesota area. The Office Specialist will manage the lobby area and provide positive first impressions along with welcoming customers. We are looking for positive self-starters who are eager to thrive in a dynamic environment and are deeply passionate about providing high quality administrative support. Are you comfortable with managing multiple tasks at the same time? Then we have the Office Specialist position for you.

What you get to do:

- Welcoming/ greeting of customers in person and by telephone
- Answering multiple phone lines, voice messages, emails, faxes, etc.
- Scheduling appointments/meetings
- Checking customers in and out of the office
- Data entry, filing and scanning projects when needed
- Ordering and stocking supplies weekly
- Ensuring a clean, orderly and functioning work environment

### Requirements

- Proven experience as an Administrative Assistant or Office Assistant
- Working knowledge of office equipment
- Proficiency in Microsoft Office Applications
- Excellent verbal, written and social communication skills
- Strong organizational skills with the ability to multitask

TO APPLY: Submit your resume for this Office Specialist role and contact our office at 952-882-9919, ask to speak with Darcey Mickelson for additional details and next steps!

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, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit [roberthalf.gobenefits.net](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.**