

## Part-Time Office 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:** \$19.95 to \$23.10 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half has a premier company looking to hire a highly-skilled and productive Part-Time Office Assistant to provide support with various administrative duties. Are you a talented professional who loves handling multiple projects at once with a positive outlook? Then this Office Assistant role is the job for you. The Office Assistant is a short-term contract / temporary opportunity and is located in the Boston, Massachusetts area.

What you get to do every single day

- Manage office facility
- Copy, faxing, and filing for many departments
- Enter data into electronic applications
- Direct calls appropriately

### Requirements

- Strong know-how of spreadsheets and word processing is desired
- Bulk Mailings experience
- Expertise in Microsoft Excel
- Ability to multitask efficiently and prioritize work
- Manage tasks independently
- Demonstrated ability to manage, lead change, and build process improvements
- Ability to operate basic office equipment, complete general office work and route incoming materials
- A committed teammate who is willing to take on anything from small internal administrative tasks to high profile requests

Do you thrive in collaborative and team-oriented work environments? We have an opening that may be ideal for you. Contact us today! This position is best suited for candidates that thrive in compelling and dynamic work environments. This position will be filled by the end of the week - 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.

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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.**