

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: \$16.22 to \$18.78 hourly

Employment status: Contract / Temporary to Hire

Description

If you're looking for work as an Administrative Assistant, Robert Half has an opening for someone who is results-oriented and deeply passionate about growing their career. If you are looking for work as an Administrative Assistant and can perform various administrative and office support duties, this job might be for you. Candidates applying for this position should be ready for a lot of mail merging, pivot tables, and presentation design, so if you love those tasks, don't hesitate to contact us! There is a terrific Administrative Assistant opening in the Fort Wayne, Indiana area, so if you're looking for a long-term contract / temporary to hire position, this might be right for you!

Key responsibilities

- Assist other employees with diverse projects
- Organize word processors, files, and faxes
- Receive and tend to visitors
- Answer telephone calls and return voicemails

Requirements

- Ideal candidate must have adept computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Proven ability to use the internet for research
- Great written, verbal, and interpersonal skills
- At least 1 year of Administrative Assistant experience preferred
- Solid understanding of customer service
- Deep understanding of compliance
- Command of Time and attendance
- Foundational knowledge in compliance management
- Office Functions experience highly desired

An ambitious self-starter is currently wanted by a growing, dynamic company. If you thrive in a creative environment, then this opportunity may be ideal for you. This position will be staffed 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.

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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 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.