

Quechan Indian Tribe (5300)
To: Employment Counselor
Date: 05/19/2024



08540
Princeton, NJ, 08540

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: \$17.00 to \$17.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is hiring a highly-skilled and motivated Office Assistant for a growing company in the detail oriented Services industry. The Office Assistant will provide support with various administrative duties. Are you a hard worker who loves handling multiple projects at once with a positive outlook? Then this is the Office Assistant role for you. The Office Assistant is a short-term contract opportunity and is located in the Princeton, New Jersey area.

Your responsibilities

- Maintain office facility and resources
- File, copy and faxing for multiple departments
- Submit data in various forms into electronic systems
- Dispatch calls to the appropriate parties

Requirements

- Ability to multitask effectively
- Accomplishes tasks independently
- Collating experience preferred
- navigating basic office equipment and protocols experience desired
- Prowess with word processing and spreadsheets highly sought after
- A willingness to take on both small administrative tasks and high visibility requests
- Demonstrated ability to manage, lead change, and build process improvements

If you have a winning team attitude approach and you are eager to grow your career to the next level, we want to hear from you! If you thrive in a compelling work environment, this position may be perfect for you. This position is expected to be filled quickly - 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.