

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: \$16.15 to \$18.70 hourly
Employment status: Contract / Temporary

Description

Part Time: 20 hrs a week

Robert Half currently has an open position for a determined Administrative Assistant who is deeply passionate about growing their career. You will perform a number of different administrative and office support duties in this Administrative Assistant position. Are you skilled at mail merging, pivot tables, and presentation design? Then we have the Administrative Assistant position for you. A long-term contract / temporary opportunity, this Administrative Assistant opportunity is located in the Warner Robins, Georgia area.

Your responsibilities

- Receive and direct visitors
- Complete word processing, filing, and faxing
- Back various projects for other employees
- Field telephone calls

Requirements

- Ability to communicate verbally and in writing effectively throughout all levels of the company
- Administrative Assistance experience desired
- Knowledge of Microsoft Excel
- Strong familiarity with Microsoft Word
- Familiarity with using the internet for research tasks
- Accomplished computer skills are a must. This includes word processing, spreadsheets and presentation software, as well as databases and customer database systems
- At least 1 year of Administrative Assistant experience preferred

We are seeking passionate, ambitious candidates that are interested in growing and supporting our dynamic company. If you are a self-starter that thrives in a creative environment, please contact us today! An applicant will be selected 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.

Robert Half works to put you in the best position to succeed. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity - whenever you choose - even on the go. [Download the Robert Half app](#) and get 1-tap apply, notifications of AI-matched jobs, and much more.

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.