

## 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:** \$18.00 to \$20.00 hourly  
**Employment status:** Contract / Temporary

### Description

If you're looking for experience working with a growing firm, this Office Assistant position might be a good fit for you! Contact Robert Half today to get placed in this exciting opportunity. Candidates should be able to handle multiple projects and deadlines. This position is best suited for a motivated individual with initiative. This position would suit an individual that is highly-driven and ambitious. A short-term contract / temporary position has opened up for an Office Assistant in the Florham Park, New Jersey area.

#### Key responsibilities

- Manage office facility
- Data entry
- Direct calls appropriately
- File, copy and faxing for multiple departments

### Requirements

- Ability to handle multiple tasks to prioritize needs and expedite tasks upon request
- Skills that allow for the completion of general office work, the operation of basic office equipment, and the routing of incoming materials to the proper individuals
- Prowess with word processing and spreadsheets highly sought after
- Succeed independently with tasks
- Capacity to assess process and internal control weaknesses and identify improvements
- A passionate teammate who is willing to take on anything from small internal administrative tasks to high profile requests
- Comprehensive knowledge of Document Scanning
- Knowledge of data entry
- Proficiency in filing
- Distribute Incoming Mail experience

If you are keen on growing your career and love working in collaborative environments, we want to hear from you! If you thrive in a compelling work environment, this position may be perfect for you. This opening won't be available by the end of the week so contact us now!

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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.**