

## Administrative Assistant IV

**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:** \$22.00 to \$23.00 hourly  
**Employment status:** Contract / Temporary

### Description

This Administrative Assistant job might be for you if you love mail merging, pivot tables, and presentation design. If you're results-oriented, you might be the Administrative Assistant Robert Half is looking for to perform various administrative and office support duties for a company in the Healthcare, Hospitals, Social Assistance industry. This Administrative Assistant job could be just what you're looking for, if you're passionate about growing your career. This is a short-term contract / temporary opportunity in the Richmond, Virginia area, so Administrative Assistant candidates looking for that kind of arrangement are encourage to apply.

What you get to do every day

- Navigate through word processing, filing, and faxing
- Handle telephone calls
- Receive and direct visitors
- Support diverse projects for other employees

### Requirements

- Excellent verbal and written communication skills
- Candidate must have substantial computer experience including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Knowledge of Agenda Items
- General familiarity with Planning Processes
- Proficiency in Meeting Minutes
- Procedures experience
- Previous experience working with C-Suite
- Presentations experience highly preferred
- Office Administration experience preferred
- Knowledge of Office Functions
- Solid understanding of customer service
- Interpreting experience highly desired
- Hands-on experience with travel arrangements
- Demonstrated knowledge of Materials Handling
- Foundational knowledge in Lifting
- HealthCare.gov experience highly valued
- Strong familiarity with training
- Background working with Workstation Support
- Policy experience
- Comprehension of Reimbursements

- Adeptness in Schedule Appointments
- Earlier work involving production
- Meeting Arrangements experience desired
- Good understanding of Liaison
- Prior experience with Onsite
- Practical knowledge of supervising
- Experience with Catering
- Skills in internet research
- At least 1 year of Administrative Assistant experience preferred

If you are a passionate self-starter that is looking to contribute to a dynamic and growing company and is looking to thrive in a creative environment, we would love to hear from you! An applicant will be selected by the end of the week. Apply today!

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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.**