

Administrative Coordinator

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 \$26.00 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half is seeking someone for our client in the construction industry. You must have experience in a business environment, enjoy having a variety of tasks, hold a great attention to detail, and have a calm demeanor. The ideal candidate will be responsible for handling invoicing and assisting with light accounting duties. This role requires proficiency in basic accounting principles, excellent communication skills, and the ability to work efficiently in a fast-paced office environment. This is a contract position that will last around 2 months, located in Brooklyn Park, MN.

Responsibilities:

- Generate and process invoices accurately and in a timely manner.
- Prepare and send invoices to clients/customers via email, mail, or electronic submission.
- Provide general administrative support to the office staff, including answering phones, responding to emails, and filing documents.
- Assist with scheduling appointments, meetings, and conference calls.
- Order office supplies and maintain inventory as needed.
- Communicate effectively with clients, vendors, and internal stakeholders regarding billing and accounting inquiries.
- Collaborate with team members to ensure accurate and timely completion of tasks.
- Act as a liaison between the office and external parties as needed.

Requirements

Qualifications:

- High school diploma or equivalent; associate's or bachelor's degree in accounting or related field preferred.
- Proven experience in a similar role, preferably in an office setting.
- Strong attention to detail and accuracy in data entry and record-keeping.
- Excellent organizational and time management skills.
- Ability to multitask and prioritize tasks effectively.
- Strong written and verbal communication skills.
- Ability to work both independently and as part of a team.
- Familiarity with processing or reading invoices.

To be considered for the role you must have an active profile set up with Robert Half Customer Service and Administrative Practice Group - please contact us at (952) 473-0442 and we will coordinate a time with you for a registration interview. If you are already active and registered, please apply and call us to discuss the role further. Please know that all new applicants will have to provide two supervisory references in order to be considered eligible for opportunities.

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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