

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: \$21.85 to \$25.30 hourly
Employment status: Contract / Temporary

Description

Robert Half is in the market for an ambitious Administrative Assistant who enjoys new challenges and thrives in a fast-paced environment to join a Construction/Contractor company. You will perform a number of different administrative and office support duties in this Administrative Assistant position. Do you embrace the tasks of mail merging, pivot tables, and presentation design? Then we have just the Administrative Assistant position for you. A long-term contract / temporary opportunity, this Administrative Assistant opportunity is located in the Las Vegas, Nevada area.

Your responsibilities in this role

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

Requirements

- Proficiency with diverse computer applications and experience with contract database systems
- Strong communication and interpersonal skills
- At least 1 year of Administrative Assistant experience preferred
- Skills in internet research
- Administrative Assistance experience
- Expertise in Administrative Office

An ambitious self-starter is currently wanted by a growing, dynamic company. if you thrive in a creative environment, then this opportunity may be ideal for you. This opportunity will be filled by the end of the week so don't hesitate!

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.