

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: \$16.63 to \$21.00 hourly

Employment status: Contract / Temporary to Hire

Description

This position will require the candidate to successfully handle multiple assignments and projects simultaneously. A growing company has called upon Robert Half to help find the best candidate to perform various administrative tasks as a highly-skilled and motivated Office Assistant. You might be a great fit for this position if you are driven and a self-starter. This Office Assistant position, located in the Fleming Island, Florida area, is perfect for individuals looking for long-term contract / temporary to hire employment.

How you will make an impact

- Route calls to the appropriate individuals
- Manage office facility
- Submit data in various forms into electronic systems
- Copy, faxing, and filing for a number of different departments

Requirements

- 3+ years of experience
- Finish tasks independently
- A willingness to take on both small administrative tasks and high visibility requests
- Ability to complete general office work, operate basic office equipment, and route incoming materials
- Ideal candidate should possess knowledge of word processing and spreadsheets
- Ability to handle multiple tasks to prioritize needs and expedite tasks upon request
- Capacity to assess process and internal control weaknesses and identify improvements
- General familiarity with Hardware Troubleshooting
- Documentation experience highly desired
- Practical knowledge of Administrative Assistance
- Demonstrated knowledge of Spreadsheet Programs
- Background working with Administrative skills
- Deep understanding of Digital Media
- Experience with Tax exemptions
- Administrative Office experience highly preferred
- Previous experience working with WordPress
- Database Administration experience desired
- Comprehension of customer invoices
- Foundational knowledge in Compliance documentation
- Adeptness in Microsoft Excel
- Facebook Insights experience highly valued

- Earlier work involving Superior Customer Service
- Answering Multi-Line Phone System experience required
- Good understanding of Resolve Customer Service

/r/n/r/nDo you approach work with a winning team attitude? We may have an excellent opportunity for you so contact us today! This position is best suited for candidates that thrive in compelling and dynamic work environments. This position is planned to be staffed by the end of the week so don't delay in contacting us!

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.