

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: \$19.00 to \$22.00 hourly
Employment status: Contract / Temporary

Description

This Administrative Assistant job is for anyone who loves 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. Candidates who are passionate about growing their careers might find this Administrative Assistant job is just what they're looking for. You might be interested in this Administrative Assistant position, if you're looking for a short-term contract / temporary position in the Chelsea, Massachusetts area.

Your responsibilities

- Complete word processing, filing, and faxing
- Support a variety of projects for other employees
- Field telephone calls
- Greet and direct visitors

Requirements

- At least 1 year of Administrative Assistant experience preferred
- Property Management experience required
- Customer service experience
- Excellent communication and organizational skills
- Solid computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Skills in internet research

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! This position will be staffed by the end of the week. Apply today!

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.