

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: \$17.00 to \$19.00 hourly
Employment status: Contract / Temporary

Description

Grow your skillset as an Office Assistant at a developing firm through this opportunity offered through Robert Half. The ideal candidate would be a highly-skilled self-starter that enjoys multi-tasking. If you consider yourself a self-starter, this opportunity may be perfect for you! This PART-TIME Office Assistant position, located in the Kokomo, Indiana area, is perfect for individuals looking for PART-TIME short-term contract / temporary employment.

Key responsibilities

- Copy, faxing, and filing for many departments
- Maintain office facility and resources
- Dispatch calls to the appropriate parties
- Own the accurate submission of data

Requirements

- Succeed independently with tasks
- Document Scanning experience
- Expertise in Answering Inbound Calls
- General administrative experience

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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.