

## 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.**