

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

You'll love this Administrative Assistant job if you love mail merging, pivot tables, and presentation design! Robert Half is seeking Administrative Assistant candidates who are results-oriented, 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. There is a short-term contract / temporary opening for an Administrative Assistant in the Leesburg, Va, Virginia area.

Your responsibilities in this role

- Field telephone calls
- Greet and direct visitors
- Support diverse projects for other employees
- Navigate through word processing, filing, and faxing

Requirements

- Skills in internet research
- Ideal candidate must have adept computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- At least 1 year of Administrative Assistant experience preferred
- Office supply and equipment ordering experience
- Well-founded grasp of Microsoft Office Suites
- Comprehensive knowledge of Restocking
- Answering Inbound Calls experience required
- General familiarity with Microsoft Excel
- Strong familiarity with Administrative Office
- Proven knowledge of Maintain Office Supplies
- Maintain Vendor Files experience preferred
- Ability to effectively interact, verbally and in writing

We are seeking passionate, ambitious candidates that are interested in growing and supporting our dynamic company. If you are a self-starter that thrives in a creative environment, please contact us today! Contact us now - as this position will be filled by the end of the week!

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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All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit roberthalf.gobenefits.net for more information.

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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.