

Facilities Coordinator

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: \$22.80 to \$26.40 hourly

Employment status: Contract / Temporary to Hire

Description

You'll succeed at 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. This is an Administrative Assistant position for someone who is deeply passionate about growing their career. If you're looking for a long-term contract / temporary to hire position in the Costa Mesa, California area, this Administrative Assistant job could be what you're looking for.

Your responsibilities in this role

- Answer telephone calls and return voicemails
- Support a variety of projects for other employees
- Receive and tend to visitors
- Perform word processing, filing and faxing

Requirements

- At least 1 year of Administrative Assistant experience preferred
- Internet research skills
- Excellent verbal, written, and social communication skills
- Multiple Vendors experience desired
- General familiarity with Administrative Office
- Practical knowledge of Administrative Oversight
- Microsoft Office experience
- Expertise in Creative Solutions
- Adeptness in Slack
- Demonstrated knowledge of Administrative Assistance
- Experience with Microsoft Outlook
- Strong familiarity with Develop Solutions
- Substantial computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems

Are you passionate about supporting a dynamic and growing company and looking to thrive in a creative environment? Then we would love to hear from you! This position will be filled by the end of the week so don't hesitate 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.

Robert Half works to put you in the best position to succeed. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity - whenever you choose - even on the go. [Download the Robert Half app](#) and get 1-tap apply, notifications of AI-matched jobs, and much more.

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.