

## Office Services Associate

**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:** \$18.00 to \$19.00 hourly  
**Employment status:** Contract / Temporary

### Description

There is a General Office Clerk position being filled by Robert Half, for an highly motivated self-starter who is keen on working in the Financial Services industry. You might be excited about this essential role if you love organization, order, and people. There is a long-term contract / temporary General Office Clerk position open in the Boston, Massachusetts area, which will be responsible for performing various administrative support tasks, including operating office equipment and completing general clerical work.

#### Key responsibilities

- Demonstrate command of prescribed style and format when drafting correspondence
- Offer a smile to incoming customers
- Provide support to other employees with diverse projects as necessary
- Manage telephone calls, including receiving and placing
- Provide accurate, friendly customer service without delay
- Exercise proper data entry, word processing, filing, scanning, copying, and faxing
- Offer help with front desk and receptionist duties

### Requirements

- Demonstrated flexibility to adapt to changes in procedures and job assignments
- Adept handling office equipment
- Strong organization skills with a sense of urgency and capable of prioritizing multiple tasks
- Ability to multitask effectively
- Procedures experience
- Skills in Facility
- Policy experience
- Operations experience
- Solid understanding of Paper
- Foundational knowledge in Overtime
- Previous experience working with Troubleshoot
- Deep understanding of Distribute Faxes
- Earlier work involving scanning
- Well-founded grasp of supervising
- Quality experience with Phone Presenc
- Experience with Service Calls
- Comprehension of digital
- Knowledge of Quality Assurance

- Proven knowledge of Answering Inbound Calls
- Hands-on experience with Scanning Documents
- Practical knowledge of Workstation Support
- General familiarity with About Time
- Customer service experience
- Command of Office Functions
- Prior experience with Maintain Logs
- Good understanding of Receptionist Duties
- Wide ranging experience with Hiring Processes
- Experience with Communication Skills
- Solid understanding of machinery
- Employer recommends 1 year of Office Clerk experience for this position
- A high school diploma or its equivalent is required for this position
- Experience with Word and Excel
- Strong communication and interpersonal skills (verbal, written, and listening)

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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.**