

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: \$17.10 to \$19.80 hourly

Employment status: Contract / Temporary to Hire

Description

If you want to work for a growing company in the Printing/Publishing industry, Robert Half has an opportunity for a highly-skilled and motivated Office Assistant, who will be providing support with various administrative duties. Are you a determined professional who loves handling multiple projects at once with a positive outlook? Then we have the Office Assistant position for you. The Office Assistant is a short-term contract / temporary to hire opportunity and is located in the Pompano Beach, Florida area.

Your responsibilities

- Dispatch calls to the appropriate parties
- File, copy and faxing for various departments
- Maintain office facility
- Submit data accurately

Requirements

- Skills that allow for the completion of general office work, the operation of basic office equipment, and the routing of incoming materials to the proper individuals
- Implement and improve changes in procedures immediately
- Accomplishes tasks independently
- Microsoft Word experience
- An enthusiastic teammate who is willing to take on anything from small internal administrative tasks to high profile requests
- Ideal candidate should possess knowledge of word processing and spreadsheets
- Ability to multitask and communicate effectively with individuals of all backgrounds

/r/n/r/nIf you have a winning team attitude approach and you are eager to grow your career to the next level, we want to hear from you! Candidates that thrive in dynamic and progressive company environments, may be a great fit for this open position. If this opportunity interests you, don't delay in contacting us 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.