

Receptionist

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: \$16.15 to \$18.70 hourly
Employment status: Contract / Temporary

Description

There is an opening for someone who is results-oriented and deeply passionate about growing their careers in the Housing Association industry, as an Administrative Assistant with a company working with Robert Half. You will be a good fit for this position if you can perform various administrative and office support duties. If you're looking for a position that involves a lot of mail merging, pivot tables, and presentation design, don't hesitate to contact us! This long-term contract / temporary position is a terrific Administrative Assistant opportunity and is based in the Baltimore, Maryland area.

What you get to do every day

- Navigate through word processing, filing, and faxing
- Field telephone calls
- Assist other employees with diverse projects
- Receive and direct visitors

Requirements

- General familiarity with contract administration
- Strong familiarity with Fair Housing
- Command of Fair Housing Law
- Demonstrated knowledge of Mathematical Calculations
- Foundational knowledge in Administrative Assistance
- Practical knowledge of Leasing Consultant
- Experience with Excel Formulas
- Adeptness in Basic Math Skills
- Solid understanding of Certified Housing Counselor
- Property Management Company experience highly preferred
- Great written, verbal, and interpersonal skills
- Substantial 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
- Ability to use the internet for research

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! This opening will be staffed by the end of the week, so don't delay - contact us now!

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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.