

## 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:** \$21.85 to \$25.30 hourly  
**Employment status:** Contract / Temporary

### Description

If you're looking for work as an Administrative Assistant, Robert Half has an opening for someone who is results-oriented and deeply passionate about growing their career. If you are looking for work where you will perform various administrative and office support duties, this Administrative Assistant position might be a good fit for you. The position will be heavy on mail merging, pivot tables, and presentation design, so if you love those tasks, don't hesitate to contact us! This long-term contract / temporary position is a terrific Administrative Assistant opportunity and is based in the Tucson, Arizona area.

What you get to do every single day

- Field telephone calls
- Tend to word processing, filing, and faxing duties
- Receive and direct visitors
- Back various projects for other employees

### Requirements

- Internet research skills
- At least 1 year of Administrative Assistant experience preferred
- Excellent verbal and written communication skills
- Administrative Assistance experience
- Strong familiarity with Microsoft Excel
- Administrative Office experience preferred
- Solid computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems

If you are a self-starter who is passionate about supporting a dynamic and growing company and looking to thrive in a creative environment, we would love to hear from you! 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](https://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.**