

Quechan Indian Tribe (5300)
To: Employment Counselor
Date: 07/10/2025



85711
Tucson, AZ, 85711

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: \$16.15 to \$18.70 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. The Administrative Assistant will perform various administrative and office support duties. You'll succeed at this job if you love mail merging, pivot tables, and presentation design, so don't hesitate to contact us if you fit that description! If you're looking for a long-term contract / temporary position, check out this terrific Administrative Assistant position in the Tucson, AZ area!

Your responsibilities

- Answer telephone calls and return voicemails
- Greet and direct visitors
- Provide help when needed with various projects for other employees
- Navigate through word processing, filing, and faxing

Requirements

- Ability to use the internet for research
- Candidate must have substantial computer experience including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Demonstrated knowledge of Document Scanning
- General familiarity with Clerical Duties
- Experience with Review Invoices
- Receptionist Duties experience desired
- Deep understanding of data entry
- Customer invoices experience
- Adeptness in customer invoices
- Administrative Assistance experience preferred

- At least 1 year of Administrative Assistant experience preferred

- Excellent communication and organizational skills

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.