

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: \$17.50 to \$19.00 hourly
Employment status: Contract / Temporary to Hire

Description

Part-Time Office Assistant (10-15 hours/week)

Do you thrive in a fast-paced environment and enjoy keeping things organized? Are you detail-oriented and a great communicator?

Robert Half is looking for a reliable and enthusiastic part-time Office Assistant to join our team! In this role, you'll be the backbone of our daily operations, ensuring a smooth workflow for the entire office.

Responsibilities:

- Maintain office supply inventory and restock as needed (paper, ink, pens, notepads, etc.)
- Process incoming and outgoing mail
- Coordinate food and beverage orders to keep the kitchen stocked
- Update employee badge access list and activate/deactivate badges
- Draft and distribute office-wide emails and announcements
- Manage and maintain organizational charts

Requirements

- Excellent organizational skills and attention to detail
- Strong written and verbal communication skills
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Ability to work independently and manage multiple tasks
- Positive attitude and a willingness to learn

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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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.