

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 04/20/2024



94541  
Hayward, CA, 94541

## HR 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:** \$22.80 to \$26.40 hourly  
**Employment status:** Contract / Temporary

### Description

This Administrative Assistant job might be for you if you love mail merging, pivot tables, and presentation design. Robert Half is seeking results-oriented candidates for an Administrative Assistant position, which will perform various administrative and office support duties for a company in the Healthcare industry. You might be interested in this Administrative Assistant position, if you're deeply passionate about growing your career. This Administrative Assistant position is perfect for candidates looking for a long-term contract / contract / contract / contract / temporary position in the Hayward, California area.

Your responsibilities

- Handle telephone calls
- Receive and tend to visitors
- Back various projects for other employees
- Navigate through word processing, filing, and faxing

If you are interested please apply today and contact us (510)470-7450

### Requirements

- Internet research skills
- Ability to effectively interact, verbally and in writing
- At least 1 year of Administrative Assistant experience preferred
- Candidate must have substantial computer experience including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Administrative Assistance experience desired

Do you thrive in a creative environment? Then we want to hear from you! We are currently looking for a dynamic and passionate individual eager to support and contribute to a growing company. This opening will be staffed by the end of the week, so don't delay - contact us now!

-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.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <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.**

