



is now hiring!

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:** \$19.00 to \$22.00 hourly **Employment status:** Contract / Temporary to Hire

Description

You'll succeed at this Administrative Assistant job if you love mail merging, pivot tables, and presentation design. Robert Half is looking for a results-oriented Administrative Assistant to perform various administrative and office support duties. We are looking for people who are deeply passionate about growing their careers as an Administrative Assistant. This Administrative Assistant position might be for you, if you are looking for a long-term contract / temporary to hire position in the East Palo Alto, California area.

Responsibilities

- Navigate through word processing, filing, and faxing
- Partner with vendors with incoming products
- Record received inventory and match with purchase order
- Support diverse projects for other employees
- Receive and direct visitors
- Field telephone calls

Requirements

- 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
- Purchase Orders experience
- Excellent oral and written communication skills
- Internet research skills

Are you a passionate self-starter looking to grow within a dynamic company and thrive in a creative environment? Then we would love to hear from you! This position will be staffed by the end of the week. Apply today!

-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.