

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: DOE

Employment status: Contract / Temporary

Description

Robert Half is looking for an operations assistant for a large private equity firm in Foster City. This is a contract to permanent placement role where you can propel your career to a new level! With competitive benefits, salary and a guaranteed annual bonus at the end of the year, this firm is a career game changer! This position will not stay open long, apply today!

- This role will be covering for an employee on maternity leave as the *Front Desk/Office Manager* until the end of July
- Beginning August 1st, the role will transition to an *Operations-Administrative Assistant* position supporting a small group of executives and providing back up for the *Office Manager* as needed
- *Travel Support* Coordinate domestic and international travel arrangements, transportation, accommodations, and travel itineraries according to company Travel & Expense Policy
- *Scheduling and Communication* Coordinate breaks with the Office Manager and coordinate appropriate alternate coverage in your absence
- Maintain and manage calendars
- Review incoming mail, faxes and e-mail and handle appropriately
- *Accounting*- Complete and submit expense reports by the required deadline as outlined in the Firm's Travel & Expense Policy
- Process benefits reimbursements
- *Organization & Conduct* -Ensure any contracts, agreements or other documents are signed as appropriate
- Keep the Firm's confidential information private and as privileged records and not disclose or divulge to other employees and outside
- Serve as an active member of the Operations team
- Participate in event planning and culture building activities for the Firm

Requirements

- Bachelor's degree required
- A minimum of 2 years of Office Management/Administrative Assistant experience in a fast paced and challenging environment
- Private equity/venture capital industry experience preferred
- Exceptional detail orientation as well as interpersonal and organizational skills
- High integrity in working with confidential information
- Exceptional travel planning and arrangement skills
- Advanced knowledge of Concur, Word, Excel, PowerPoint and Outlook
- Ability to focus, multi-task and work under pressure to meet the required deadlines
- Strong negotiation and project management skills
- Flexible, team player who will help, teach, and learn from others
- Must be willing to work out of our SF Bay Area (Foster City, CA) office

Benefits:

- A competitive base salary
- Guaranteed annual bonus
- A premium suite of benefits including comprehensive medical, dental and vision

· Unlimited paid time off

-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.