

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/13/2024



94577

San Leandro, CA, 94577

Resident Administrator

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

Description

Take your career as an Administrative Assistant to the next level by joining a fast-paced, ever-growing team via Robert Half. You will take charge of a number of different office support and administrative duties as the Administrative Assistant. Are you skilled at mail merging, pivot tables, and presentation design? Then we have the Administrative Assistant position for you. A short-term contract / temporary opportunity, this Administrative Assistant opportunity is located in the San Leandro, California area.

Major responsibilities

- Answer telephone calls
- Back various projects for other employees
- Complete word processing, filing, and faxing
- Receive and tend to visitors

Requirements

- Competent computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- At least 1 year of Administrative Assistant experience preferred
- Excellent verbal, written, and social communication skills
- Solid understanding of navigating basic office equipment and protocols
- Internet research skills

Are you passionate about supporting a dynamic and growing company and looking to thrive in a creative environment? Then we would love to hear from you! This opportunity will be filled by the end of the week so don't hesitate!

-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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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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