

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/04/2024



95134

San Jose, CA, 95134

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: \$15.84 to \$18.34 hourly
Employment status: Contract / Temporary

Description

Candidates applying for this Administrative Assistant position should be ready for a lot of 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. The most successful candidates for this Administrative Assistant position will be deeply passionate about growing their careers. This Administrative Assistant vacancy is based in the San Jose, California area and is a short-term contract / temporary opportunity.

Major responsibilities

- Support diverse projects for other employees
- Greet and guide visitors
- Answer telephone calls and return voicemails
- Tend to word processing, filing, and faxing duties

Requirements

- Capable computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Strong communication and social skills
- Familiarity with using the internet for research tasks
- At least 1 year of Administrative Assistant experience preferred
- Scanning 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. A candidate will be chosen by the end of the week. 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.

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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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