

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

This Administrative Assistant job is for anyone who loves mail merging, pivot tables, and presentation design. Robert Half is hiring an Administrative Assistant, so if you're results-oriented and want to perform various administrative and office support duties, you should consider this opening. This Administrative Assistant job could be just what you're looking for, if you're passionate about growing your career. Candidates seeking a short-term contract / temporary position in the Campbell, California area would be interested in this Administrative Assistant opportunity.

What you get to do every single day

- Field telephone calls
- Complete word processing, filing, and faxing
- Provide help when needed with various projects for other employees
- Greet and instruct visitors

Requirements

- Less than one year of experience preferred
- Solid computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Ability to use the internet for research
- Sound written and verbal communication skills
- Mail processing experience desired

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.

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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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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.