

On Site Release of Information Team Member-PAMF

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: \$22.16 to \$25.66 hourly
Employment status: Contract / Temporary

Description

If you are looking to get involved with a highly dedicated and passionate work group, Robert Half is looking to fill an excellent career opportunity for a File Clerk. This position requires performance of basic clerical tasks, which includes managing and maintaining physical and digital filing systems, operating office equipment, and completing general office work. Conveniently located in Los Altos, California, the File Clerk role is a long-term contract / temporary position. With the right skills and an immediate availability, you might be the right candidate for this position. Make sure to contact us today for more information!

What you get to do every day

- Make sure a high volume of letters, memoranda, invoices, and other indexed documents are arranged within specific guidelines
- Providing quality control to ensure the documents were properly filed
- Field and answer questions about records and files
- Word processing, filing, scanning, archiving and faxing
- Offer assistance as necessary for other employees on diverse projects
- Coordinate file management, including gathering and indexing, with other departments and employees
- Find data within specific timelines

Requirements

- Flexibility to adapt to changes in procedures and job assignments
- Customer service experience desired
- navigating basic office equipment and protocols experience
- Microsoft Office experience preferred
- At least 1 year of File Clerk experience preferred
- Strong communication and interpersonal skills
- Word and Excel experience preferred
- Strong time management and organizational skills
- Skilled in handling office equipment
- Applicants must hold a high school diploma or equivalent
- Ability to multitask and communicate well with individuals of all backgrounds

-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.