

Job Train -  
Menlo Park  
(5924)  
To:  
Employment  
Counselor  
Date:  
03/02/2024



# Robert Half®

95134  
San  
Jose,  
CA,  
95134

is now hiring!

### Office 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:** \$18.00 to \$22.00 hourly **Employment status:** Contract / Temporary

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**Description**

**Responsibilities**

- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Monitor level of supplies and handle shortages
- Resolve office-related malfunctions and respond to requests or issues
- Coordinate with other departments to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers and colleagues
- Perform receptionist duties when needed

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**Requirements**

**Requirements and skills**

- Proven experience as a back-office assistant, office assistant, virtual assistant or in another relevant administrative role
- Knowledge of "back-office" computer systems
- Working knowledge of office equipment
- Thorough understanding of office management procedures
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Proficiency in MS Office

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**This Job Posting will expire in 10 days.**