

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: \$22.00 to \$25.00 hourly
Employment status: Contract / Temporary

Description

As an Office Assistant, you will provide important administrative support to the management team and help the office run efficiently. You will assist with a variety of tasks related to organization and communication, including managing calendars (Outlook) and scheduling meetings with internal and external partners. We are looking for someone who is extremely detail oriented and a great multi-tasker, and who likes to have fun at work. Communication skills, both written and verbal, are paramount. You will be working with Microsoft Outlook on a regular basis, as well as various teleconference tools. You will likely be assisting several individuals throughout many parts of the organization, and you will be a critical part of the team.

Daily Duties & Responsibilities:

Administrative assistance:

- Organizing and scheduling meetings and appointments
- Corresponding (in person, via email and by phone) with internal and external partners
- Scanning, printing and photocopying
- General support and offering excellent customer service
- General office organization, including management of the office kitchen and common spaces
- Assistance with other administrative / office management projects as needed

Requirements

Required background:

- Administrative experience
- MS Office Suite including Word, Excel, PowerPoint and Outlook
- Time management skills; ability to multi-task and prioritize
- Excellent communications skills, both written and verbal
- Outstanding organizational and planning skills
- Attention to detail
- Resourcefulness and initiative
- Friendly and professional demeanor
- Willingness to accept additional responsibilities and assist others as needed

-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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

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

This Job Posting will expire in 10 days.