

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 04/26/2024



94560  
Newark, CA, 94560

## 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:** \$21.00 to \$23.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half has a progressive company looking to hire a highly-skilled and organized Office Assistant to provide support with various administrative duties. Are you a talented professional who loves handling multiple projects at once with a positive outlook? Then we have the Office Assistant opportunity for you. The Office Assistant is a short-term contract / temporary to hire opportunity and is located in the Newark, California area.

How you will make an impact

- Maintain office facility
- Own the accurate submission of data
- Route calls to the appropriate parties
- Copy, faxing, and filing for many departments

### Requirements

- Ability to complete general office work, operate basic office equipment, and route incoming materials
- Complete tasks independently
- An enthusiastic teammate who is willing to take on anything from small internal administrative tasks to high profile requests
- Knowledge of Directs Incoming Calls
- Receptionist Duties experience
- Deep understanding of filing
- Data entry experience preferred
- Customer service experience desired
- Thorough understanding of word processing and spreadsheets highly valued
- Implement and improve changes in procedures immediately

- Ability to multitask and communicate well with individuals of all backgrounds

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-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.**