

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/14/2024



95133
Watsonville, CA, 95133

Administrative Coordinator

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: \$19.95 to \$23.10 hourly
Employment status: Contract / Temporary to Hire

Description

Company: Applied Industrials
Address: Gilroy
Remote or Onsite?: onsite, have needs in watsonville and gilroy
Job Function/Position Title: customer service/warehouse/driver
No vax required, if not vaxxed needs to wear mask
Start Date: asap
Work Hours: ft, 8-5 m-f, hour or half hour lunch
Duration: temp to hire if right person
Project Description/Job Duties/Day to Day Responsibilities: receiving, answer phones, driving, deliveries, gilroy – royal oaks to morgan hill, no more than an two hours/day of driving

Coordinators complete organizational and management tasks that support the efforts of a variety of projects, campaigns or events. Common Coordinator duties and responsibilities include:

Communicating with clients or employers about project, event or campaign expectations and goals
Collaborating with clients or employers, finance teams and other team members on budgeting and allocating funds
Delegating tasks to appropriate team members
Managing deadlines and progress across the team to ensure the project is delivered on time and on budget
Organizing third-party providers and vendors to deliver elements that can't be produced in-house
Overseeing the delivery of projects and making adjustments as necessary to ensure they are delivered to specifications and high standards
Collecting and analyzing feedback from customers and other project users to gauge satisfaction and success

Requirements

Qualifications:

- Customer Service
- Administrative Assistance
- Shipping & Receiving

For immediate consideration, please call/text Desiree (408)961-2983

-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.