

## Administrative 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:** DOE

**Employment status:** Contract / Temporary

### Description

Mail merging, pivot tables, and presentation design are key parts of this position, so if that's your thing, this could be the Administrative Assistant job for you! If you're looking for work in the Healthcare/NHS industry, where you will perform various administrative and office support duties, you might be the results-oriented Administrative Assistant Robert Half is looking for! We are looking for people who are deeply passionate about growing their careers as an Administrative Assistant. This Administrative Assistant position is perfect for candidates looking for a short-term contract / contract / temporary position.

### How you will make an impact:

- Answer telephone calls and return voicemails
- Provide help when needed with various projects for other employees
- Greet and guide visitors
- Tend to word processing, filing, and faxing duties
- Well-founded grasp of Microsoft Word
- Prepare Expense Reports experience highly desired
- Deep understanding of Contract Modifications
- Expense reports experience preferred
- Contract administration experience highly desired
- Expertise in Contract Management
- Proven knowledge of data entry
- Excellent written, verbal and social communication skills

### Requirements

#### Must Have:

- Ability to communicate verbally and in writing effectively throughout all levels of the company
- General familiarity with Microsoft Excel
- Microsoft PowerPoint experience required
- Strong familiarity with Microsoft Word
- Internet research skills
- Competent computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- At least 1 year of Administrative Assistant experience preferred

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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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