



is now hiring!

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:	
<ul style="list-style-type: none">• 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:	
<ul style="list-style-type: none">• 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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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.