

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/19/2024



94536  
Fremont, CA, 94536

## Contracts Admin 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:** \$19.00 to \$21.00 hourly  
**Employment status:** Contract / Temporary

### Description

If you're looking for an Administrative Assistant position that involves a lot of mail merging, pivot tables, and presentation design, this could be the job for you! Robert Half is seeking Administrative Assistant candidates who are results-oriented, to perform various administrative and office support duties. If you are a Administrative Assistant who is deeply passionate about growing your career, this could be just what you're looking for. There is a short-term contract / temporary opening for an Administrative Assistant in the Fremont, California area.

What you get to do every single day

- Provide help when needed with various projects for other employees
- Handle telephone calls
- Tend to word processing, filing, and faxing duties
- Greet and direct visitors

### Requirements

- Excellent written, verbal and social communication skills
- Ability to use the internet for research
- Microsoft experience desired
- Microsoft Excel experience
- Microsoft Word experience
- At least 1 year of Administrative Assistant experience preferred
- Solid computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems

Are you a passionate self-starter looking to grow within a dynamic company and thrive in a creative environment? Then we would love to hear from you! This position will be filled by the end of the week so contact us immediately!

-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.**