

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 10/07/2024



94403  
San Mateo, CA, 94403

## Case Manager

**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:** \$24.00 to \$26.00 hourly  
**Employment status:** Contract / Temporary

### Description

Take your career as a Case Manager to the next level by joining a fast-paced, ever-growing team via Robert Half. You will be leading the efforts of supporting the office by taking on various office, client services, and administrative tasks as a Case Manager. Do your talents include customer service, database entry, and problem solving? Then we have the Case Manager position for you. This Case Manager role is a long-term contract / temporary opportunity and is located in the South San Francisco, California area.

### Key responsibilities

- Answer telephone calls and return voicemails. Client interfacing. You will speak in both English & Spanish.
- Greet and instruct clients
- Navigate through word processing, filing, and faxing to ensure all client files meet compliance
- Assist other employees with diverse projects

### Requirements

- Ability to use the internet for research
- At least 1 year of Administrative Assistant experience preferred
- Accomplished computer skills are a must. This includes word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Strong communication skills, both verbally and in writing
- Solid understanding of Spanish Language

We are a creative, dynamic company seeking an ambitious individual to come join our growing company. If you are a passionate self-starter that thrives in an innovative environment, we would love to hear from you! This opportunity will be filled by the end of the week so don't hesitate!

-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.

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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.**