

## Operations Supervisor – Field Support

**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:** \$34.20 to \$39.60 hourly  
**Employment status:** Contract / Temporary

### Description

Candidates applying for this Administrative Assistant position should be ready for a lot of mail merging, pivot tables, and presentation design! If you're results-oriented and looking for work as an Administrative Assistant, you might be the person Robert Half is looking for to perform various administrative and office support duties. This Administrative Assistant job could be just what you're looking for, if you're passionate about growing your career. This is a long-term contract / temporary opportunity in the San Leandro, California area, so Administrative Assistant candidates looking for that kind of arrangement are encouraged to apply.

What you get to do every single day

- Navigate through word processing, filing, and faxing
- Greet and guide visitors
- Provide help when needed with various projects for other employees
- Answer telephone calls

### Requirements

- Less than one year of experience is acceptable
- Knowledgeable computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Strong communication and interpersonal skills
- Ability to use the internet for research
- Comprehensive knowledge of HVAC

If you are a passionate self-starter that is looking to contribute to a dynamic and growing company and is looking to thrive in a creative environment, we would love to hear from you! An applicant will be selected by the end of the week. Apply today!

-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.**