

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 03/29/2024



94301  
Palo Alto, CA, 94301

## File Clerk

**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 \$22.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is looking for highly motivated, self-starter candidates, who love organization and order, for an excellent career opportunity as a File Clerk. In this position, you will manage and maintain physical and digital filing systems, operate office equipment, and complete general office work, as part of basic clerical tasks. The File Clerk role is a short-term contract / temporary opportunity based in Palo Alto, California. Qualified candidates with immediate availability should contact us today for this terrific opportunity!

#### Key responsibilities

- Using allotted time frames, retrieve data
- Coordinate file gathering and indexing with various departments and employees
- Ensure employees complete projects in timely manner
- Administer proper guidelines to arrange high volumes of letters, memoranda, invoices, and other indexed documents according to specific guidelines
- Handle clerical tasks like word processing, filing, scanning, archiving, and faxing
- Providing quality control to ensure the documents were properly filed
- Capacity to answer questions regarding files and records

### Requirements

- Capable of handling office equipment
- Comprehensive knowledge of Paper Filing
- Proficiency in Detailed Review
- Clerk Job experience
- Excellent written/verbal communication and organizational skills
- Word and Excel experience preferred
- Highly organized and self-motivated
- A high school diploma or its equivalent is required of all applications for this position
- Ability to multitask and communicate well with individuals of all backgrounds
- Be able to adapt and thrive in constantly changing environments

-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.

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.**