

## Office 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:** \$21.85 to \$25.30 hourly

**Employment status:** Contract / Temporary to Hire

### Description

Robert Half is looking for an entry level administrator to assist a busy Tax Firm. Our client is a very small, family owned business with a healthy book of business. They need someone who can organize documentation primarily. You will also assist with scheduling, filing, scanning, and very seldom, interact with clients. This position is best suited for someone who likes back office work. Any interest in Accounting is highly preferred. They are looking to grow this individual into a seasoned tax professional. If interested, please see details below and apply ASAP. We are looking to interview this week.

### Responsibilities

- Someone to handle the filing, running document management system, printing documents, assisting as needed. Growth potential within accounting duties. Introverted personality by nature who enjoys numbers
- Full time (30 to 40 hours per week).
- In office between 8:30am-5pm
- Possibly someone full time only during tax season (Mid-January – June) as an alternative.

### Requirements

#### Qualifications:

- One year of work experience required (any industry)
- High school degree required
- Skills – must be good with computers. Outlook, Word, specialized websites for managing data (will be taught)

-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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**