

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/18/2024



95050  
San Jose, CA, 95050

## Project 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:** \$19.95 to \$23.10 hourly  
**Employment status:** Contract / Temporary

### Description

Available from Robert Half, this Project Assistant position is with a premier company and is designed for an experienced individual who shows professionalism and ambition. This job may be perfect for you if you enjoy research, are adept at multitasking, and have impeccable organization skills. We encourage you to apply today to join this great team. We seek someone with the skills and abilities to succeed in this challenging career. The short-term contract / temporary Project Assistant role will be based in San Jose, California.

Your responsibilities

- Making travel and accommodation arrangements for training seminars, conferences and other project related events
- Using online resources to research information
- Supporting project teams by providing administrative, technical and clerical support
- Reviewing data, creating reports, proofreading and editing materials, and preparing presentations
- Helping maintain project deliverable schedules by organizing team meetings and communication per project specifications to support Project Managers
- Requesting further information for documents that are deemed incomplete
- Ensuring key partners receive project information
- Taking meeting minutes and keeping records of tasks and progress

### Requirements

- Skill in Microsoft Office Suite applications - Word, Excel, PowerPoint, and Outlook
- Be detailed, flexible, and organized
- 1 year of business/office experience required
- Proficient with database and file management
- Experience with project management software is a plus, i.e. Microsoft Project, JIRA, Mavenlink, and NetSuite
- Demonstrated flexibility to adapt to changes in procedures and job assignments
- Strong familiarity with Ticketing System
- Traffic experience desired
- Customer service experience required
- Applicants are preferred to hold a BA/BS degree in business, communications, or related field; a high school diploma or its equivalent is required

- Ability to multitask and meet deadline

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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.**