

Sr. Administrative 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: \$27.00 to \$30.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is looking for a **Senior Administrative Assistant** who has a proven ability to work in a new team that is a fast-paced, results-oriented environment. You have strong organization skills and the ability to prioritize multiple tasks. You have the ability to take initiative, follow-through on requests until completion, and utilize a keen attention to detail. You have a tolerance for ambiguity and great listening skills.

Responsibilities:

- Serve as the point person for all telephone and mail inquiries to ensure all matters of significance are brought to the manager's attention and that outstanding customer service is provided to all customers and the public
- Perform a variety of specialized administrative and office functions to ensure the daily operations of the department run efficiently
- Assist other department managers with questions and serve as key contact to ensure all requests are responded to in a timely manner
- Support functional area by being the point of contact for department procedures and practices to ensure consistency
- Assist department managers, supervisors and/or other staff with their daily functions to ensure department goals are achieved
- Review and code departmental expenses to ensure accurate accounting and budgeting
- Maintain/update reports to ensure compliance with company policies as well as local, state, and federal regulations
- Maintain department files to ensure they remain organized and current
- Order and maintain inventory of department supplies stock to ensure supplies are available when needed

Requirements

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- Bachelors preferred
- Minimum of 3 years of administrative work experience required
- Ability to work and communicate effectively with a variety of personalities including senior level executives, have a passion for people
- Proven ability to work in a fast-paced, results-oriented, team environment with sometimes high levels of ambiguity and independence with sometimes varying working hours
- Proven ability to organize, prioritize and appropriately handle highly confidential and sensitive information
- Experience creating high-quality presentations utilizing KEYNOTE is required
- Highly Proficient in Illustrator, Excel and Microsoft Outlook, Miro , experience with smart sheets
- Strong verbal and written communication skills
- Creative /Strong problem solving abilities
- Passion for collaboration and People and networking

-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.