

## 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:** \$20.00 to \$22.00 hourly  
**Employment status:** Contract / Temporary

### Description

Are you passionate about operations? Do you have what it takes to contribute directly to the success of an organization? Do you want to have fun while doing it? Look no further! Apply today to be an Administrative Assistant with Robert Half! We work with top clients in the Oakland area and we have multiple opportunities. We are seeking candidates with administrative experience who are available immediately to take the next step in their careers.

### Responsibilities:

- Provide administrative support to ensure efficient operation of office
- Answer phone calls, schedules meetings and greet visitors
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Polite and professional communication via phone, e-mail, and mail
- Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.

### Requirements

#### Requirements:

- 1+ year of administrative experience
- Intermediate Excel/Word skills
- Desire to start work immediately.
- Bachelor's is a plus!

Robert Half offers full benefits, 401(k), paid time off, and professional enrichment opportunities. Apply today; we really look forward to hearing from you!

-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.**