

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/15/2024



94536
Fremont, CA, 94536

Bilingual 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: \$21.00 to \$23.00 hourly
Employment status: Contract / Temporary

Description

RH is looking for a Bilingual Administrative Assistant! 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:

- Must be bilingual in Cantonese OR Mandarin!
- 1+ year of administrative experience
- Intermediate Excel/Word skills
- Desire to start work immediately
- Bachelors is a plus!

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

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