

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/27/2024



94538
Fremont, CA, 94538

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: \$19.00 to \$22.00 hourly
Employment status: Contract / Temporary

Description

The Administrative Assistant position will be heavy on mail merging, pivot tables, and presentation design, so if you love those tasks, this might be the job for you! Robert Half is seeking results-oriented candidates for an Administrative Assistant position, which will perform various administrative and office support duties for a company in the Manufacturing industry. If you are a Administrative Assistant who is deeply passionate about growing your career, this could be just what you're looking for. If you're looking for a long-term contract / temporary Administrative Assistant position in the Fremont, California area, this could be the job for you.

Responsibilities

- Assist other employees with diverse projects
- Greet and direct visitors
- Navigate through word processing, filing, and faxing
- Respond to phone inquiries

Requirements

- Proven ability to use the internet for research
- Applicant must be familiar with word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Strong communication and social skills and able to receive criticism well
- Strong familiarity with order entry
- Demonstrated knowledge of Microsoft Word
- Adeptness in Microsoft Excel
- Practical knowledge of Microsoft Office 365
- Customer service experience
- General familiarity with Microsoft Office
- Microsoft Excel experience preferred
- Microsoft experience
- Microsoft Excel experience
- At least 1 year of Administrative Assistant experience preferred

Are you passionate about supporting a dynamic and growing company and looking to thrive in a creative environment? Then we would love to hear from you! This opportunity will be filled by the end of the week so don't hesitate!

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.

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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.