

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 04/26/2024



95050
Santa Clara, CA, 95050

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: \$22.80 to \$26.40 hourly
Employment status: Contract / Temporary

Description

Dynamic and rapidly-growing, Robert Half is looking for an experienced Administrative Assistant to join a team in the Construction/Contractor industry. You will be leading the efforts of supporting the office by taking on various office and administrative tasks as an Administrative Assistant. Do your talents include mail merging, pivot tables, and presentation design? Then we have the Administrative Assistant position for you. This Administrative Assistant role is a long-term contract / temporary opportunity and is located in the Santa Clara, California area.

Your responsibilities in this role

- Greet and instruct visitors
- Tend to word processing, filing, and faxing duties
- Handle telephone calls
- Assist other employees with diverse projects

Requirements

- Strong communication skills, both verbally and in writing
- Familiarity with using the internet for research tasks
- Microsoft Outlook experience desired
- At least 1 year of Administrative Assistant experience preferred
- Capable computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems

We are seeking passionate, ambitious candidates that are interested in growing and supporting our dynamic company. If you are a self-starter that thrives in a creative environment, please contact us today! An applicant will be selected by the end of the week. Apply today!

-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.

Questions? Call your local office at 1.888.490.4154. 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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.