Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 03/29/2024

Robert Half®
is now hiring!

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: $21.85 to $25.30 hourly
Employment status: Contract / Temporary to Hire

Description

Candidates applying for this Administrative Assistant position should be ready for a lot of mail merging, pivot tables, and presentation design! Robert Half is looking for a results-oriented Administrative Assistant to perform various administrative and office support duties. Candidates who are passionate about growing their careers might find this Administrative Assistant job is just what they're looking for. If you're looking for a long-term contract / temporary to hire Administrative Assistant position in the Fremont, California area, this could be the job for you.

What you get to do every day

- Perform word processing, filing and faxing

- Greet and direct visitors

- Assist other employees with diverse projects

- Handle telephone calls

Requirements

- Ideal candidate must have adept computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems

- At least 1 year of Administrative Assistant experience preferred

- Ability to use the internet for research

- Excellent communication and organizational skills

- Google Suite experience preferred

- Google Calendar experience desired

Are you a passionate self-starter looking to grow within a dynamic company and thrive in a creative environment? Then we would love to hear from you! This position will be staffed by the end of the week. Apply today!

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-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.

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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.