

## Office 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

Robert Half has a premier company looking to hire a highly-skilled and productive Office Assistant to provide support with various administrative duties. Are you a hard worker who loves handling multiple projects at once with a positive outlook? Then apply for this Office Assistant role today. The Office Assistant is a short-term contract / temporary opportunity and is located in the Santa Clara, California area.

How you will make an impact

- Enter data into electronic applications
- Route calls to the appropriate individuals
- File, copy and faxing for various departments
- Maintain office facility and resources

### Requirements

- Ability to multitask and communicate effectively with individuals of all backgrounds
- Skills to assess process and internal control weaknesses and identify improvements
- Comprehensive knowledge of Microsoft Excel
- Means to operate basic office equipment, complete general office work and route incoming materials
- Being savvy with word processing and spreadsheets is favorable
- Succeed independently with tasks
- Eagerness to take on anything from small internal administrative tasks to high profile requests

If you are keen on growing your career and love working in collaborative environments, we want to hear from you! Are you a go-getter that thrives working in an energizing environment? This employment opportunity may be a great fit for you. Contact us now - this position will be staffed by the end of the week!

-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.**