

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 04/23/2024



94402
San Mateo, CA, 94402

Office Administrator

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: DOE
Employment status: Contract / Temporary

Description

****THIS POSITION IS A PART-TIME HYBRID POSITION****

Robert Half is looking for a part-time office administrator to work at an exciting new startup bioscience firm! This position will be two days on-site (Tuesday and Thursday) and one day remote on a day of your choosing.

Main Duties:

- Mail Sorting
- Order and maintain office supplies
- Order and maintain kitchen supplies
- Manage legal files and contracts
- Coordinate meetings
- Ad hoc requests
- Office decor
- Abstract submissions
- Purchase Order entries
- Accounts payable processing
- Inventory research

Requirements

- Accomplished computer skills are a must. This includes word processing, spreadsheets and presentation software, as well as databases and customer database systems
- At least 1 year of Administrative Assistant experience preferred
- Excellent communication and organizational skills
- Skills in internet research
- Calendar Management experience
- Administrative Assistance experience desired
- Expertise in Expense Reporting
- Strong familiarity with ordering office supplies and equipment
- Contracts experience preferred

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 opening will be staffed by the end of the week so don't wait in applying!

-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.