

## 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:** \$20.90 to \$24.20 hourly

**Employment status:** Contract / Temporary to Hire

### Description

If you're looking for work as an Administrative Assistant, Robert Half has an opening for someone who is results-oriented and deeply passionate about growing their career. Perform various administrative and office support duties will be important to your success in this Administrative Assistant position. Candidates applying for this position should be ready for a lot of mail merging, pivot tables, and presentation design, so if you love those tasks, don't hesitate to contact us! This short-term contract / temporary to hire position is a terrific Administrative Assistant opportunity and is based in the Sunnyvale, California area.

Your responsibilities in this role

- Navigate through word processing, filing, and faxing
- Back various projects for other employees
- Greet and direct visitors
- Answer telephone calls and return voicemails

### Requirements

- Excellent communication and organizational skills
- Solid understanding of Administrative Assistance
- Ability to use the internet for research
- 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

If you are passionate individual that thrives in a creative environment, we would love to have you discuss about joining our dynamic and growing company. This position will be filled by the end of the week so don't hesitate in contacting us!

-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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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.**