

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 progressive company in the Manufacturing industry looking to hire a highly-skilled and organized Office Assistant to provide support with various administrative duties. Are you a determined professional who loves handling multiple projects at once with a positive outlook? Then we have the Office Assistant position for you. The Office Assistant is a short-term contract / temporary opportunity and is located in the San Leandro, California area.

What you get to do every day

- File, copy and faxing for multiple departments
- Route calls appropriately
- Own the accurate submission of data
- Maintain office facility and resources

Requirements

- Administrative Tasks experience
- Strong know-how of spreadsheets and word processing is desired
- Skills to assess process and internal control weaknesses and identify improvements
- Ability to multitask and meet deadlines
- A passionate teammate who is willing to take on anything from small internal administrative tasks to high profile requests
- Finish tasks independently
- Means to operate basic office equipment, complete general office work and route incoming materials

/r/n/r/nlf you enjoy working in a collaborative environment and want to advance your current position, we want to hear from you! If you feel most productive in a thriving, dynamic work environment, we have an excellent opportunity that may be a great fit for you. This opportunity will not be available by the end of the week - contact us 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.

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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.