

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: DOE

Employment status: Contract / Temporary

Description

If your dream job is heavy on mail merging, pivot tables, and presentation design, this could be the Administrative Assistant job for you! If you're results-oriented, you might be the Administrative Assistant Robert Half is looking for to perform various administrative and office support duties. You might be the right candidate for this Administrative Assistant position if you are deeply passionate about growing your career. You might be interested in this Administrative Assistant position, if you're looking for a long-term contract / temporary position in the San Bruno, California area.

Responsibilities

- Field telephone calls
- Complete word processing, filing, and faxing
- Greet and instruct visitors
- Support diverse projects for other employees

Requirements

- Great written, verbal, and interpersonal skills
- Familiarity with using the internet for research tasks
- Foundational knowledge in Microsoft Word
- Command of e-Filing
- Strong familiarity with Microsoft Excel
- Solid understanding of Computer Data Entry
- Knowledgeable 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

If you are a self-starter who is passionate about supporting a dynamic and growing company and looking to thrive in a creative environment, we would love to hear from you! This opening will be staffed by the end of the week, so don't delay - contact us now!

-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.