

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/05/2024



94301
Palo Alto, CA, 94301

Jr. 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: \$19.00 to \$22.00 hourly
Employment status: Contract / Temporary

Description

Do you consider yourself highly motivated and organized? Are you seeking a new opportunity in which you could contribute as a Junior Administrative Assistant? Join a state-of-the-art company and expand your career on their growing team. This long-term contract / temporary employment opportunity is based in the Palo Alto, California area. Support ongoing operations and administrative tasks within various departments as the Junior Administrative Assistant and play a critical role within the organization.

What you get to do every single day

- Aiding and supporting visitors
- Adjusting schedules and activities
- Aiding with special projects
- Dispatching orders for supplies and services, and tracking progress and results
- Processing and redacting documents
- Advocate for diverse projects for other employees when required
- Governing telephone calls and managing phones
- Filing, faxing, word processing, data entry, and scanning
- Maintaining the calendar and arranging meetings and conferences

Requirements

- Excellent verbal and written communication skills
- Detailed Review experience desired
- Deep understanding of Direct Phone Calls
- Customer service experience required
- Activity Reports experience
- Email Correspondence experience preferred
- Strong attention to detail
- Accurate, swift, data entry abilities
- Ability to use the internet for research

- Substantial computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems

- 1+ years of administrative support experience

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This Job Posting will expire in 10 days.