

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



94041  
Mountain View, CA, 94041

## 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:** \$26.60 to \$30.80 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half has an exciting opportunity for an experienced Administrative Assistant who enjoys solving complex problems and thrives in a fast-paced environment. You will be leading the efforts of supporting the office by taking on various office and administrative tasks as an Administrative Assistant. Do you embrace the tasks of mail merging, pivot tables, and presentation design? Then we have just the Administrative Assistant position for you. A short-term contract / temporary opportunity, this Administrative Assistant opportunity is located in the Mountain View, California area.

Your responsibilities in this role

- Handle telephone calls
- Greet and instruct visitors
- Provide help when needed with various projects for other employees
- Tend to word processing, filing, and faxing duties

### Requirements

- Bachelors / Honours Degree required
- Excellent verbal and written communication skills
- Ability to use the internet for research
- At least 1 year of Administrative Assistant experience preferred
- Solid computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Microsoft Word experience desired

We are seeking passionate, ambitious candidates that are interested in growing and supporting our dynamic company. If you are a self-starter that thrives in a creative environment, please contact us today! Contact us now - this position will be staffed by the end of the week!

-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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**