

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. The best candidates for this Administrative Assistant position will be able to perform various administrative and office support duties. If you're looking for a position that involves a lot of mail merging, pivot tables, and presentation design, don't hesitate to contact us! This is a terrific opportunity for someone looking for a short-term contract / temporary to hire Administrative Assistant position based in the Santa Clara, California area.

What you get to do every single day

- Receive and tend to visitors
- Perform word processing, filing and faxing
- Assist other employees with diverse projects
- Respond to phone inquiries

Requirements

- Ability to effectively interact, verbally and in writing
- Ability to use the internet for research
- At least 1 year of Administrative Assistant experience preferred
- Practical knowledge of numeric data entry
- Microsoft Word experience
- Well-founded grasp of customer service
- Alphanumeric data entry experience
- General familiarity with MS Outlook
- Experience with FileMaker Pro
- Proven knowledge of Sage MAS 90
- navigating basic office equipment and protocols experience preferred
- Knowledge of Microsoft Excel
- Solid computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems

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! This opportunity will be filled by the end of the week so don't hesitate!

-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.