

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/03/2024



95051  
Santa Clara, CA, 95051

## 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:** \$34.20 to \$39.60 hourly  
**Employment status:** Contract / Temporary

### Description

If you're looking to get involved with a growing firm, this Office Assistant position might be a good fit for you! Work with Robert Half to get placed in this excellent opportunity. We are looking for highly-skilled applicants that enjoy multi-tasking on various assignments with little supervision. This position would best suit a self-starter with a lot of initiative and drive. If you're an Office Assistant looking for long-term contract / temporary employment in the Santa Clara, California area, this opportunity may be right for you.

#### Key responsibilities

- Maintain office facility
- File, copy and faxing for various departments
- Route calls to the appropriate individuals
- Submit data accurately

### Requirements

- Should be savvy with word processing and spreadsheets
- Ability to multitask and meet deadlines
- Capacity to operate basic office equipment, complete general office work and route incoming materials
- Deltek experience
- Deltek experience required
- Capacity to assess process and internal control weaknesses and identify improvements
- A willingness to take on both small administrative tasks and high visibility requests
- Succeed independently with tasks

/r/n/r/nlf you are keen on growing your career and love working in collaborative environments, we want to hear from you! If you thrive in a compelling work environment, this position may be perfect for you. This opportunity will not be available by the end of the week - contact us today!

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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.**