

Project 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: \$18.00 to \$20.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is looking for an experienced, proactive project assistant to work collaboratively with our Clients on specific short- and long-term projects. In this role, you will oversee tasks delegated to you by the project manager, coordinate with all necessary vendors and service providers, and ensure that the project is moving forward on time and on budget. You will need to be highly organized, adaptable, and able to prioritize tasks while working independently. The ability to motivate others and keep them on task in a positive and encouraging manner is also a must-have skill in this position.

Project Assistant Duties and Responsibilities

- Work collaboratively with the project manager and team to maximize productivity
- Collaborate with the whole project team, contributing to the entire project lifecycle
- Organize and monitor schedules and see that deadlines are met
- Coordinate efforts within the team and with outside consultants efficiently
- Report updates verbally and in written form to management
- Monitor budget and help ensure resources are used efficiently
- Help discern requirements and assign tasks to team members
- Complete any necessary administrative tasks, such as research and email
- Demonstrate commitment to clients' needs and confidentiality continuously

Requirements

Project Assistant Requirements and Qualifications

- Minimum of 2 years' relevant work experience in the industry
- Exceptional communication and interpersonal skills
- Keen attention to detail and an aptitude for problem-solving
- Able to proactively address potential issues
- Excellent computer skills, including experience with Microsoft Office Suite
- Significant hands-on experience with industry-specific software
- Collaborative working style and team-player attitude
- Positive and encouraging personality
- Able to work independently with little supervision
- Highly motivated with a strong work ethic
- Reliable, trustworthy, and committed to the team's success
- Outstanding organizational skills and ability to prioritize tasks
- Able to thrive in a high-volume, deadline-driven work environment

-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.