

## 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:** \$28.50 to \$33.00 hourly

**Employment status:** Contract / Temporary to Hire

### Description

Robert Half is in the market for an ambitious Administrative Assistant who enjoys new challenges and thrives in a fast-paced environment. You will be responsible for various office support and administrative duties as the Administrative Assistant. Do you love mail merging, pivot tables, and presentation design? Then we have the Administrative Assistant position for you. A short-term contract / temporary to hire opportunity, this Administrative Assistant opportunity is located in the Palo Alto, California area.

What you get to do every single day

- Navigate through word processing, filing, and faxing
- Handle telephone calls
- Receive and tend to visitors
- Support a variety of projects for other employees

### Requirements

- Proficient computer skills including word processing, spreadsheets, presentation software, as well as databases and customer database systems
- Ability to use the internet for research
- Excellent verbal and written communication skills
- At least 1 year of Administrative Assistant experience preferred
- Calendar managements and scheduling appointments experience desired
- Strong familiarity with filing
- Expertise in Maintain Office Supplies
- Foundational knowledge in Confidential Documents

Are you passionate about supporting a dynamic and growing company and looking to thrive in a creative environment? Then we would love to hear from you! 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.**