

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

Description

This is a great Administrative Assistant job for someone looking for work in mail merging, pivot tables, and presentation design. If you're results-oriented, you might be the Administrative Assistant Robert Half is looking for to perform various administrative and office support duties. You might be the right candidate for this Administrative Assistant position if you are deeply passionate about growing your career. This Administrative Assistant position is perfect for candidates looking for a short-term contract / temporary position in the Palo Alto, California area.

Key responsibilities

- Greet and direct visitors
- Field telephone calls
- Provide help when needed with various projects for other employees
- Complete word processing, filing, and faxing

Requirements

- Less than one year of experience is acceptable
- Skills in internet research
- Excellent written/verbal communication and organizational skills
- Strong computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Microsoft Office experience

Do you thrive in a creative environment? Then we want to hear from you! We are currently looking for a dynamic and passionate individual eager to support and contribute to a growing company. 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.