

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/02/2024



94086
Sunnyvale, CA, 94086

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: \$19.00 to \$22.00 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 looking for work as an Administrative Assistant, you might be the candidate Robert Half is looking for, if you're results-oriented and can perform various administrative and office support duties. The most successful candidates for this Administrative Assistant position will be deeply passionate about growing their careers. If you're looking for a job in the Sunnyvale, California area, consider this short-term contract / temporary Administrative Assistant position.

Your responsibilities in this role

- Assist other employees with diverse projects
- Complete word processing, filing, and faxing
- Greet and instruct visitors
- Field telephone calls

Requirements

- At least 1 year of Administrative Assistant experience preferred
- Internet research skills
- Great written, verbal, and interpersonal skills
- Solid understanding of Administrative Assistance
- Proficient computer skills including word processing, spreadsheets, presentation software, as well as databases and customer database systems

Are you a passionate self-starter looking to grow within a dynamic company and thrive in a creative environment? For immediate consideration, please call Desiree (408) 961-2983

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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.