

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/15/2024



94086
Sunnyvale, CA, 94086

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: \$19.95 to \$23.10 hourly
Employment status: Contract / Temporary

Description

Highly motivated and a self-starter, the Project Assistant that Robert Half is looking for will use those skills to support an innovative team. Do you enjoy conducting research and working on a variety of projects? Do you have exceptional organization skills? If so, we insist that you apply today! We seek someone with the skills and abilities to succeed in this challenging career. The short-term contract / temporary Project Assistant role will be based in Sunnyvale, California.

Your responsibilities in this role

- Reviewing data, creating reports, proofreading and editing materials, and preparing presentations
- Aid project teams by providing administrative, technical and clerical support
- Providing support to Project Managers by organizing team meetings and communication per project specifications in order to maintain project deliverable schedules
- Documenting meetings and keeping records of assignments and progress
- Requesting information needed to fill in incomplete documents
- Utilizing online research tools to find information
- Providing key partners with project information
- Making travel arrangements and finding accommodations for training seminars, conferences and additional project-related events

Requirements

- Microsoft Project, JIRA, Mavenlink, and NetSuite is desired
- Proficient with database and file management
- Demonstrated abilities with the Microsoft Office Suite - Word, Excel, PowerPoint, and Outlook
- Be able to prioritize workload and perform in a fast-paced and challenging environment
- Flexibility to adapt to changes in procedures and job assignments
- 1 year of business/office experience at minimum
- Comprehensive knowledge of data entry
- Spreadsheets experience required
- Applicants are preferred to hold a BA/BS degree in business, communications, or related field; a high school diploma or its equivalent is required
- Attention to detail and proven ability to follow standard procedures is a requirement

-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.