

Admin 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: DOE
Employment status: Contract / Temporary

Description

If you're looking for work as an Administrative Assistant, Robert Half has an opening for someone who is results-oriented and deeply passionate about growing their career. If you are looking for work as an Administrative Assistant and can perform various administrative and office support duties, this job might be for you. This is a great job for someone looking for work in mail merging, pivot tables, and presentation design, so if that's you, don't hesitate to contact us! There is a terrific Administrative Assistant opening in the Union City area, so if you're looking for a long-term contract / temporary position, this might be right for you!

What you get to do every single day

- Greet and direct visitors
- Handle telephone calls
- Perform word processing, filing and faxing
- Support a variety of projects for other employees

Requirements

- Excellent communication skills (written and verbal)
- navigating basic office equipment and protocols experience
- At least 1 year of Administrative Assistant experience preferred
- Strong computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Proven ability to use the internet for research

-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.