

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/03/2024



94536
Fremont, CA, 94536

Business Support Admin

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: \$21.00 to \$23.00 hourly
Employment status: Contract / Temporary

Description

Take your career as a Business Support Admin to the next level by joining a fast-paced, ever-growing team via Robert Half. You will be responsible for various office support and administrative duties as the Administrative Assistant. Then we have the Administrative Assistant position for you. This opportunity is located in the Fremont, CA area.

Major responsibilities

- Back various projects for other employees
- Organize word processors, files, and faxes
- Answer telephone calls
- Greet and guide visitors

Requirements

- Ability to effectively interact, verbally and in writing
- At least 1 year of Administrative Assistant experience preferred
- Administrative Assistance experience desired
- Skills in internet research
- Capable computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems

-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.