

Job Train -
Menlo Park
(5924)
To:
Employment
Counselor
Date:
03/02/2024



Robert Half®

95112
San
Jose,
CA,
95112

is now hiring!

Data 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:** \$22.00 to \$26.00 hourly **Employment status:** Contract / Temporary

Description

Robert Half is partnering with a growing waste management company in San Jose looking for a Data Entry Administrator to support their growth and evolution. A strong data clerk with a can-do attitude would be a great resource to our partner. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Requirements

- Data Entry of new Safety Program info as they are transitioning systems.
- Average-Proficient computer skills
- manage many PDF files, sorting organizing and uploading to new system
- manually filing and organizing paperwork
- other office tasks

-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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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.