

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/18/2024



94025
Menlo Park, CA, 94025

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

If you love mail merging, pivot tables, and presentation design, then we have an Administrative Assistant job for you! Robert Half is hiring an Administrative Assistant, so if you're results-oriented and want to perform various administrative and office support duties for a company in the Non-Profit industry, you should consider this opening. Candidates who are passionate about growing their careers might find this Administrative Assistant job is just what they're looking for. There is a long-term contract / temporary opening for an Administrative Assistant in the Menlo Park, California area.

How you will make an impact

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

Requirements

- Excellent written/verbal communication and organizational skills
- Proven ability to use the internet for research
- Microsoft Office experience
- At least 1 year of Administrative Assistant experience preferred
- Candidate must have substantial computer experience including word processing, spreadsheets and presentation software, as well as databases and customer database systems

Do you thrive in a creative environment? Then we want to hear from you! We are currently looking for a dynamic and passionate individual eager to support and contribute to a growing company. An applicant will be selected by the end of the week. Apply today!

-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.