

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



95051
Santa Clara, CA, 95051

Office 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: \$22.80 to \$26.40 hourly
Employment status: Contract / Temporary to Hire

Description

Robert Half is working with a growing company to hire a highly-skilled and motivated Office Assistant, who will provide support with various administrative duties. Are you a self-starter who loves handling multiple projects at once with a positive outlook? Then we have the Office Assistant opportunity for you. The Office Assistant is a long-term contract / temporary to hire opportunity and is located in the Santa Clara, California area.

Major responsibilities

- Route calls appropriately
- Own the accurate submission of data
- Oversee office facility
- File, copy and faxing for multiple departments

Requirements

- Eagerness to take on anything from small internal administrative tasks to high profile requests
- Complete tasks independently
- Ability to manage, lead change and build process improvements
- Should possess a thorough knowledge of word processing and spreadsheets
- Proven knowledge of projects
- Email experience preferred
- Foundational knowledge in faxing
- Well-founded grasp of scanning
- Deep understanding of filing
- Solid understanding of data entry
- Order entry experience
- Be able to prioritize workload and perform in a fast-paced and challenging environment
- Ability to operate basic office equipment, complete general office work and route incoming materials

/r/n/r/nlf you excel in team-oriented environments and want to advance your career, we want to hear from you! If you love working in a fast-paced and thriving environment, this position may be a great fit for you. This opportunity will not be available by the end of the week - contact us 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.

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.