

Project Coordinator

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 \$24.00 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half is searching for a highly skilled and motivated Project Coordinator who is motivated and ready for a new challenge and eager for a rewarding career with a high-performing team. We encourage you to apply today to join this great team. We are looking for a candidate with the requisite skills talent to take on this exciting new career opportunity. This is an onsite contract to hire position in Palo Alto, California.

Job details

- Follows operational policies and procedures
- Maintains regular and consistent attendance and punctuality.
- Utilizes operational tools to achieve operational excellence
- Anticipates customer and program needs by constantly evaluating environment and customers satisfaction
- Maintains a calm demeanor during periods of high volume or unusual events
- Organizes and executes opening and closing duties
- Coordinates maintenance and cleanliness of office and fitting room
- General clerical duties including scanning, copying, and mailing
- Handle requests for information and data
- Maintain electronic records for schedules, inventory, order tracking, and operational needs
- Maintain uniform inventory
- Provides administrative assistance to management staff within assigned areas to support the accomplishment of uniform program objectives.
- Address and resolve problems and inquiries via multiple communication methods including e-mail, phone, and in-person
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Requirements

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High School diploma or equivalent

Proficient with database and file management

3+ years of business/office experience required

This position requires a high school diploma or its equivalent, though a BA/BS degree in business, communications, or related field is preferred

Attentive, ability to work independently and prioritize tasks

Demonstrated flexibility to adapt to changes in procedures

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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.