

## 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:** \$24.70 to \$28.60 hourly

**Employment status:** Contract / Temporary to Hire

### Description

Robert Half is working with a Local Non-Profit in South San Francisco to identify a Temp to Hire Administrator for their office. Our client serves more than 35,000 California children, youth, and families each year through a spectrum of services, including foster and adoption services, behavioral and mental health services, residential care, educational services, community-based family services, and emergency shelter! Our client has been in operating here in SSF for the past 40 years. Very stable company. If interested, please see the description below and if interested, apply immediately! This role can start this week. Do not wait!

### Duties You'll Perform

- Answers general inquiries received by phone, email, or in person; accurately redirects inquiries to the appropriate party in the agency.
- Manages calendars including conference room calendars and scheduling appointments; sets up video conferences, and handles logistics for meetings.
- Manages mail and deliveries. Sorts and distributes mail and provides packaging assistance and coordination of pickup and delivery.
- Maintains and orders office supplies; keeps office and copier supplies stocked.
- Maintains office equipment; coordinates service and repair visits.
- Coordinates with building maintenance when lighting, heating, cooling, and office related issues arise.
- Compiles and prepares invoices and documentation for CEO approval.
- Updates and maintains organization charts and phone directory.
- Handles travel arrangements for C-Suite personnel.
- Supports the printing, collating, and distribution of quarterly Board Reports.
- Coordinates monthly Safety Meetings.
- Communicates office policies, updates and announcements via email.
- Makes content updates in the SharePoint Intranet system.
- Edits and formats documents, forms, and presentations using Word, PowerPoint, Word, Excel, and Adobe Acrobat.
- Provides administrative support for projects as needed.
- Coordinates department events which may include holiday parties, picnics, special events, conferences, and etc.
- Perform additional duties as assigned.

### Requirements

#### Your Work Experience and Education

- Minimum three (3) years of administrative assistant experience
- Two (2) or more years of providing administrative support to a senior executive desired
- Advanced Microsoft Office skills (Outlook, Word, Excel, PowerPoint), with ability to quickly become familiar with agency-specific programs and software
- Ability to convert documents and create forms using Adobe Acrobat
- Excellent organizational skills with ability to think proactively and prioritize work
- Excellent written and verbal communication skills
- Flexibility to manage assigned workload in order to meet specified task deadlines
- Competent in operating and maintaining standard office equipment such as a multi-functional machine (copier/printer/scanner/fax), postage meter, etc.
- Meets all state required conditions of employment as set forth by Community Care Licensing for a Licensed Community Care facility; i.e. Department of Justice (DOJ) Fingerprint and Child Abuse Index clearance, TB/Health Physical, valid California Driver's License and clean driving record (Motor Vehicle Report) if required to drive for this position

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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.**