

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/17/2024



95050
Santa Clara, CA, 95050

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

Description

Candidates applying for this Administrative Assistant position should be ready for a lot of mail merging, pivot tables, and presentation design! If you're looking for work in the Construction/Contractor industry, where you will perform various administrative and office support duties, you might be the results-oriented Administrative Assistant Robert Half is looking for! Anyone who is deeply passionate about growing their Administrative Assistant career will be excited about this position. This Administrative Assistant position might be for you, if you are looking for a short-term contract / temporary position in the Santa Clara, California area.

What you get to do every single day

- Back various projects for other employees
- Answer telephone calls
- Receive and tend to visitors
- Navigate through word processing, filing, and faxing

Requirements

- Excellent oral and written communication skills
- Microsoft Outlook experience desired
- Strong computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Ability to use the internet for research
- At least 1 year of Administrative Assistant experience preferred

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. This position will be staffed 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.