

Operations 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: \$20.00 to \$20.00 hourly
Employment status: Contract / Temporary

Description

The Administrative Assistant position will be heavy on mail merging, pivot tables, and presentation design, so if you love those tasks, this might be the job for you! If you're results-oriented and looking for work as an Administrative Assistant, you might be the person Robert Half is looking for to perform various administrative and office support duties. We are looking for people who are deeply passionate about growing their careers as an Administrative Assistant. You might be interested in this Administrative Assistant position, if you're looking for a short-term contract / temporary position in the Union City, California area.

How you will make an impact

- Answer telephone calls and return voicemails
- Navigate through word processing, filing, and faxing
- Greet and instruct visitors
- Support diverse projects for other employees

Requirements

- Comprehensive knowledge of navigating basic office equipment and protocols
- At least 1 year of Administrative Assistant experience preferred
- Excellent written/verbal communication and organizational skills
- Proven ability to use the internet for research
- Proficient computer skills including word processing, spreadsheets, presentation software, as well as databases and customer database systems

If you are a self-starter who is passionate about supporting a dynamic and growing company and looking to thrive in a creative environment, we would love to hear from you! We are looking to fill this position by the end of the week, so 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.