

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



94536  
Fremont, CA, 94536

## Admin 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:** \$22.00 to \$23.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is partnering with a Fremont, CA based client that is in search of a highly qualified Administrative Coordinator that can assist their team in a contract capacity for the next three months. The ideal candidate will enjoy problem solving and taking on new challenges. In this role, you will perform a number of different administrative and office support duties, including the ordering and tracking of inventory and supplies for a large number of customers. If you enjoy a fast paced environment that will allow you to utilize your exceptional multi-tasking skills, please apply today!

### Responsibilities

- Receive and enter supply orders from customers, ensuring details such as product, quantity and shipping details
- Respond to phone inquiries
- Provide status updates on inventory and supplies to customers via phone and email
- Distribute office mail
- Manage corporate mailings
- Coordinate packages from FedEx, UPS, etc.

### Requirements

- At least 1 year of prior office experience preferred
- Strong organizational skills
- Excellent communication skills, both written and verbal
- Prior experience with the Microsoft Office Suite, including Word and Excel

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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.**