

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



94544
Union City, CA, 94544

Admin

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 \$25.00 hourly
Employment status: Contract / Temporary

Description

If you're looking for work as an Administrative Assistant, Robert Half has an opening for someone who is results-oriented and deeply passionate about growing their career. If you are looking for work as an Administrative Assistant and can perform various administrative and office support duties, this job might be for you. You'll love this job if you love mail merging, pivot tables, and presentation design, so don't hesitate to contact us if that sounds like you! If you're looking for work as an Administrative Assistant, check out this terrific long-term contract / temporary position in the Union City, CA area!

What you get to do every single day

- Back various projects for other employees
- Navigate through word processing, filing, and faxing
- Respond to phone inquiries
- Receive and direct visitors

Requirements

- Internet research skills
- Knowledgeable computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- At least 1 year of Administrative Assistant experience preferred
- Sound written and verbal communication skills
- Deep understanding of Schedule Appointments
- Email Correspondence experience
- Knowledge of Microsoft Excel

-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.