

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



94539
Fremont, CA, 94539

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: \$21.00 to \$23.00 hourly
Employment status: Contract / Temporary

Description

If you're looking to take your career as an Administrative Assistant to the next level, there's an exciting opportunity for you to check out at Robert Half. You will be responsible for various office support and administrative duties as the Administrative Assistant. Are you skilled at mail merging, pivot tables, and presentation design? Then we have the Administrative Assistant position for you. A short-term contract / temporary opportunity, this Administrative Assistant opportunity is located in the Fremont, California area.

What you get to do every day

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

Requirements

- Paper Filing experience required
- General familiarity with Employee Timesheets
- Proven knowledge of employee engagement
- Strong familiarity with Make Files
- Well-founded grasp of Employee Relations Investigations
- Foundational knowledge in Event Coordination
- Experience with Spanish Language
- Comprehensive knowledge of Onboarding
- Excellent verbal, written, and social skills
- Ability to use the internet for research
- Solid 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

A growing, dynamic company would love to hear from you if you are a passionate self-starter that thrives in a creative environment. This position will be filled by the end of the week so don't hesitate in contacting us!

-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.