

Case Manager

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: \$26.00 to \$26.00 hourly
Employment status: Contract / Temporary

Description

Bi-Lingual Spanish and English Case Manager needed for non-profit client ASAP!

You'll love this Administrative Assistant job if you love mail merging, pivot tables, and presentation design! If you're looking for work 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. If you're looking for a job in the San Mateo, California area, consider this long-term contract / temporary Administrative Assistant position.

What you get to do every single day

- Provide help when needed with various projects for other employees
- Organize word processors, files, and faxes
- Receive and tend to visitors
- Answer telephone calls

Requirements

- Comprehensive knowledge of Spanish Language
- Proficiency with diverse computer applications and experience with contract database systems
- Ability to use the internet for research
- Excellent communication and organizational skills
- At least 1 year of Administrative Assistant experience preferred

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! This opening will be staffed by the end of the week, so don't delay - contact us now!

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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.