

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/07/2024



94061  
Redwood City, CA, 94061

## 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 ASAP for our non-profit client in Redwood City.

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. The Administrative Assistant will perform various administrative and office support duties. 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 a long-term contract / temporary position in the Redwood City, California area, this Administrative Assistant job is a terrific opportunity for you!

#### Major responsibilities

- Answer telephone calls and return voicemails
- Provide help when needed with various projects for other employees
- Greet and guide visitors
- Perform word processing and filing

### Requirements

- Solid understanding of Spanish Language
- Proven ability to use the internet for research
- Ability to effectively interact, verbally and in writing
- At least 1 year of Administrative Assistant experience preferred
- Applicant must be familiar with word processing, spreadsheets and presentation software, as well as databases and customer database systems

Are you passionate about supporting a dynamic and growing company and looking to thrive in a creative environment? Then we would love to hear from you! A candidate will be chosen by the end of the week. Contact us now!

-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.**