

Job Train -
Menlo Park
(5924)
To:
Employment
Counselor
Date:
03/02/2024



Robert Half®

94039
Mountain
View,
CA, CA,
94039

is now hiring!

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: \$25.00 to \$30.00 hourly Employment status: Contract / Temporary to Hire
Description	
<ul style="list-style-type: none">• Arranging staff meetings and scheduling appointments• Answering or transferring phone calls and taking messages for select staff members• Maintaining the office calendar• Writing memos, correspondence, invoices, receipts, spreadsheets and other reports as needed• Keeping the office database and filing system up to date and organized• Purchasing office supplies and work with vendors• Working with office equipment vendors to purchase and maintain office equipment such as printers and fax machines• Sorting and delivering all mail and faxes	
Requirements	
<ul style="list-style-type: none">• Strong leadership skills• Excellent written and verbal communication• Experience with various forms of office software (MS Office and G-Suite)• Able to write reports and presentations out of Excel and PPT• Good interpersonal skills• Ability to work with staff across multiple departments• Ability to work with budgets and create spreadsheets	
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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.