



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:** \$22.00 to \$25.00 hourly **Employment status:** Contract / Temporary

Description

- 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

- 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

-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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.