

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



94020  
Palo Alto, CA, 94020

## 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 \$26.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half has an exciting opportunity for an experienced Administrative Assistant who enjoys solving complex problems and thrives in a fast-paced environment. You will be responsible for various office support and administrative duties as the Administrative Assistant. Do your talents include mail merging, pivot tables, and presentation design? Then we have the Administrative Assistant position for you. A long-term contract / temporary opportunity, this Administrative Assistant opportunity is located in the Washington, District of Columbia area.

#### Major responsibilities

- Perform word processing, filing and faxing
- Field telephone calls
- Receive and tend to visitors
- Support a variety of projects for other employees

### Requirements

- Familiarity with using the internet for research tasks
- At least 1 year of Administrative Assistant experience preferred
- Back office support experience
- General familiarity with Calendar Management
- Comprehensive knowledge of navigating basic office equipment and protocols
- Well-founded grasp of Handle Travel Arrangements
- Strong familiarity with Forwards Incoming Mail
- Proven knowledge of Customer Support
- Expertise in Directs Incoming Calls
- Administrative Office experience preferred

- Ideal candidate must have adept computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems

- Excellent oral and written communication skills

If you are an ambitious individual who is passionate about supporting a dynamic and growing company and who thrives in a creative environment, please contact us today! Contact us now - as this position will be filled by the end of the week!

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-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.**