

Executive Support 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: \$40.00 to \$45.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is sourcing for candidates for a **contract to hire Executive Support Assistant** for a Fortune 500 Healthcare company in Newark, CA. This is a 6 month contract to hire position.

Job Description:

- Answers, screens and transfers inbound phone calls
- Receive and direct visitors and clients
- General clerical duties including photocopying, fax and mailing
- Maintains electronic and hard copy filing system
- Retrieves documents from filing system
- Handles requests for information and data
- Resolves administrative problems and inquiries
- Prepares written responses to routine enquiries
- Prepares and modifies documents including correspondence, reports, drafts, memos and emails
- Schedules and coordinates meetings, appointments and travel arrangements for managers or supervisors
- Prepares agendas for meetings and prepare schedules
- Sorts and distributes incoming correspondence
- Maintains office supply inventories
- Coordinates maintenance of office equipment

Requirements

Our client is looking for someone with:

- High School diploma or equivalent
- 5+ years of experience(preferably in healthcare)
- Proficient in MS Office(PowerPoint and Excel)

-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.