

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: \$25.65 to \$29.70 hourly

Employment status: Contract / Temporary to Hire

Description

Robert Half is looking for an experienced Administrative Assistant who enjoys problem-solving and taking on new challenges in a fast-paced environment. You will be leading the efforts of supporting the office by taking on various office and administrative tasks as an Administrative Assistant. Do you love mail merging, pivot tables, and presentation design? Then we have the Administrative Assistant position for you. This Administrative Assistant role is a short-term contract / temporary to hire opportunity and is located in the San Jose, California area.

Responsibilities

- Handle telephone calls
- Greet and direct visitors
- Perform word processing, filing and faxing
- Back various projects for other employees

Requirements

- At least 1 year of Administrative Assistant experience preferred
- Skills in internet research
- Applicant must be familiar with word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Comprehensive knowledge of Microsoft Office
- Deep understanding of CPA Firm
- Foundational knowledge in Communication Skills
- Command of Lacerte Tax Software
- Excellent communication and organizational skills

A growing, dynamic company would love to hear from you if you are a passionate self-starter that thrives in a creative environment. 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.

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.

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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.