

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/08/2024



94577

San Leandro, CA, 94577

Lease-up 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: \$23.00 to \$23.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is seeking an experienced Administrative Assistant with a can-do attitude to be a part of a fast-paced, rapidly growing team. You will be responsible for various office support and administrative duties as the Administrative Assistant. Do you love pivot tables, mail merging, and presentation design? Then this is a great opportunity for you to embrace your passions as an Administrative Assistant. A short-term contract / temporary opportunity, this Administrative Assistant opportunity is located in the San Leandro, California area.

What you get to do every single day

- Field telephone calls
- Receive and direct visitors
- Perform word processing, filing and faxing
- Support diverse projects for other employees

Requirements

- At least 1 year of Administrative Assistant experience preferred
- Strong communication and social skills
- Ability to use the internet for research
- Candidate must have substantial computer experience including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- General familiarity with Residential Property Management
- Quality experience with Property Management
- Real estate leasing experience
- navigating basic office equipment and protocols experience required
- Well-founded grasp of Real Estate Property Management
- Foundational knowledge in Microsoft Word
- Deep understanding of Microsoft Excel
- Practical knowledge of Property Management Company

- Proven knowledge of Leasing Consultant

- MS Outlook experience desired

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.