

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



94536
Fremont, CA, 94536

Office 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: \$20.00 to \$25.00 hourly
Employment status: Contract / Temporary

Description

We are looking for motivated, excited, and dependable full-time **Office Assistant** for our client in the Fremont area. In this role, you will be assisting with shipping, receiving, and counting inventory. Must have high energy, be detail oriented and accurate with entering information. *Positive attitude a must!*

Requirements

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- Basic knowledge of MS Office – Word, Excel, and PowerPoint
- Ability to provide courteous, efficient customer service via phone and email
- Demonstrated ability to work with a team as well as following through on individual tasks
- Strong communication skills, written and verbal (bilingual a plus)
- Strong attention to detail & organizational skills

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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.