

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

Are you looking for an amazing opportunity? Look no further! We are looking for motivated, excited, and dependable full-time **Office Assistant** for our client in Fremont, CA. 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

Requirements:

- Basic knowledge of MS Office – Word, Excel, and PowerPoint
- Ability to provide courteous, efficient customer service via phone and email
- Demonstrate ability to work with a team as well as following through on individual tasks
- Ability to work under little to no supervision
- Strong communication skills, written and verbal (bilingual a plus)
- Strong attention to detail & organizational skills

Robert Half offers full benefits, 401(k), paid time off, and professional enrichment opportunities. Apply today; we really look forward to hearing from you!

-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.

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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.