

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



94403
San Mateo, CA, 94403

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: \$21.85 to \$25.30 hourly
Employment status: Contract / Temporary to Hire

Description

Robert Half is looking for an entry level administrator to assist a busy Tax Firm. Our client is a very small, family owned business with a healthy book of business. They need someone who can organize documentation primarily. You will also assist with scheduling, filing, scanning, and very seldom, interact with clients. This position is best suited for someone who likes back office work. Any interest in Accounting is highly preferred. They are looking to grow this individual into a seasoned tax professional. If interested, please see details below and apply ASAP. We are looking to interview this week.

Responsibilities

- Someone to handle the filing, running document management system, printing documents, assisting as needed. Growth potential within accounting duties. Introverted personality by nature who enjoys numbers
- Full time (30 to 40 hours per week).
- In office between 8:30am-5pm
- Possibly someone full time only during tax season (Mid-January – June) as an alternative.

Requirements

Qualifications:

- One year of work experience required (any industry)
- High school degree required
- Skills – must be good with computers. Outlook, Word, specialized websites for managing data (will be taught)

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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.