

Job Train -
Menlo Park
(5924)
To:
Employment
Counselor
Date:
03/02/2024



Robert Half®

94536
Fremont,
CA,
94536

is now hiring!

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: \$21.00 to \$26.00 hourly Employment status: Contract / Temporary
Description	
Are you interested in growing your career? Do you want to have fun while doing it? Look no further! Apply today to be an Administrative Assistant with our client in Fremont, CA. We work with top clients and we have multiple opportunities. We are seeking candidates with administrative experience who are available immediately to take the next step in their careers.	
Responsibilities:	
<ul style="list-style-type: none">• Provide administrative support to ensure efficient operations• Answer phone calls, schedules meetings and greet visitors• Filing, typing, copying, binding, scanning etc.• Polite and professional communication via phone, e-mail, and mail• Maintain office supplies/inventory	
Requirements	
Requirements:	
<ul style="list-style-type: none">• 1+ year of administrative experience• Intermediate Excel/Word skills• Excellent Communication skills• Desire to start work immediately• Bachelors is a plus!	
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.	
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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.