

Project 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: \$19.95 to \$23.10 hourly
Employment status: Contract / Temporary

Description

To fill this Project Assistant position at a respectable company, Robert Half needs someone who is highly motivated and skilled. Are you an organized and proficient multitasker with a love for conducting research? Then this job may be for you! We are confident this role will be a career-booster for any candidate. We seek someone with the skills and abilities to succeed in this challenging career. This Project Assistant role is based in San Jose, California and is short-term contract / temporary opportunity.

Major responsibilities

- Assist project teams by providing administrative, technical and clerical support
- Providing key partners with project information
- Organizing travel and accommodation arrangements for project-related events, including training seminars and conferences
- Organizing team meetings and communication per project specifications to keep project deliverable schedules on track and support Project Managers
- Finding information online using research tools
- Requesting further information for documents that are deemed incomplete
- Taking minutes at meetings and maintaining records of assignments and progress
- Analyzing information, preparing reports, proofreading and editing documents, and developing presentations

Requirements

- Highly skilled at database and file management
- All applicants must hold a high school diploma or its equivalent, though a BA/BS degree in business, communications, or related field is preferred
- Proven flexibility to adapt to changes in procedures and job assignments
- 1 year of business/office experience at minimum
- Be detailed, flexible, and organized
- Ability to multitask and communicate well with individuals of all backgrounds
- Past experience with the Microsoft Office Suite - Word, Excel, PowerPoint, and Outlook
- Comprehensive knowledge of traffic
- Expertise in customer service
- Strong familiarity with Ticketing System
- Past experience with Microsoft Project, JIRA, Mavenlink, and NetSuite

-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.

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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.