

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: \$20.90 to \$24.20 hourly
Employment status: Contract / Temporary

Description

Robert Half currently has an excellent opportunity for a dedicated and skilled Project Assistant! Applicants should be ready and eager for a rewarding and career building experience on a top-performing team. 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. The short-term contract / temporary Project Assistant role will be based in Palo Alto, California.

Responsibilities

- Recording meeting minutes and maintaining records of tasks and progress
- Help out project teams by providing administrative, technical and clerical support
- Handling any needed travel and accommodation arrangements for training seminars, conferences and other project-related events
- Ensuring documents are complete, requesting additional information as needed
- Handling the analysis of data, development of reports, proofreading and editing of documents, and preparation of presentations
- Organizing team meetings and communication per project specifications to keep project deliverable schedules on track and support Project Managers
- Ensuring key partners receive project information
- Researching information online

Requirements

- Proficiency with Microsoft Office Suite software - Word, Excel, PowerPoint, and Outlook
- 1+ years of business/office experience required
- Flexibility to adapt to changes in procedures and job assignments
- Proficient with database and file management
- Microsoft Excel experience
- Command of Paper Filing
- Great attention to detail
- All applicants must hold a high school diploma or its equivalent, though a BA/BS degree in business, communications, or related field is preferred
- Ability to multitask, collaborate and communicate well with individuals of all backgrounds in a fast-paced environment
- Microsoft Project, JIRA, Mavenlink, and NetSuite is desired

-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.