

File Clerk

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

Do you love organization and order? Robert Half is filling a File Clerk position that you might be interested in! If you are looking for work where you will perform various basic clerical tasks, including managing and maintaining physical and digital filing systems, operating office equipment, and completing general office work, this File Clerk position might be right for you. You might be right for this short-term contract / temporary role, if you're looking for a File Clerk position in the Palo Alto, California area.

What you get to do every day

- File documents properly as part of quality control related tasks
- Answering questions about records and files
- Supporting diverse projects for other employees as needed
- Gathering and indexing materials to be filed from departments and employees
- Handle documents and tasks related to faxing, archiving, scanning, filing, and word processing
- According to specified guidelines, order high volume of letters, memoranda, invoices, and other indexed documents
- Find and collect data according to company time frames

Requirements

- Ability to multitask and meet deadlines
- A high school diploma or its equivalent is required of all applications for this position
- Word and Excel experience is desired
- Excellent written, verbal and social communication skills
- 1+ years of File Clerk experience at minimum preferred
- Filing experience
- Solid understanding of Annual Filings
- Paper Filing experience
- Demonstrated flexibility to adapt to changes in procedures and job assignments
- Excellent organizational and multitasking skills
- Skilled in handling office equipment

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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.