

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/18/2024



94578

San Leandro, CA, 94578

## Operations Admin - Healthcare

**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:** \$26.00 to \$28.00 hourly

**Employment status:** Contract / Temporary

### Description

If you're looking for work as an Administrative Assistant, Robert Half has an opening for someone who is results-oriented and deeply passionate about growing their career. You'll succeed in this Administrative Assistant position, if you can perform various administrative and office support duties. If your dream job is heavy on mail merging, pivot tables, and presentation design, don't hesitate to contact us! If you're looking for work as an Administrative Assistant, check out this terrific short-term contract / temporary position in the San Leandro, California area!

#### Key responsibilities

- Receive and tend to visitors
- Back various projects for other employees
- Perform word processing, filing and faxing
- Answer telephone calls

### Requirements

- Substantial computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- At least 1 year of Administrative Assistant experience preferred
- Microsoft Office 365 experience preferred
- Salesforce.com experience preferred
- Epic EMR experience desired
- Experience with Microsoft Office
- Proven knowledge of Microsoft Excel
- Salesforce Administration experience
- Excellent communication and organizational skills
- Proven ability to use the internet for research

If you are passionate individual that thrives in a creative environment, we would love to have you discuss about joining our dynamic and growing company. A candidate will be chosen by the end of the week. Contact us now!

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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.**