



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: DOE Employment status: Temp to Hire
Description	
Candidates applying for this Administrative Assistant position should be ready for challenging tasks providing top-notch administrative support! The most successful candidates for this Administrative Assistant position will be deeply passionate about growing their careers. There is a long-term temporary-to-full-time opening for an Administrative Assistant in the Charlotte, North Carolina area.	
Key responsibilities	
<ul style="list-style-type: none">- Perform word processing, filing and faxing-Prepare weekly and monthly reports- Respond to phone inquiries- Greet and guide visitors- Assist other employees with diverse project	
Requirements	
<ul style="list-style-type: none">- 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- Internet research skills- Charts and graphs experience highly preferred- Adeptness in Adobe Acrobat- Deep understanding of PowerPoint- Experience with Adobe Creative Cloud- Comprehensive knowledge of Microsoft PowerPoint- Microsoft PowerPoint experience required- Demonstrated knowledge of Microsoft Word- General familiarity with Microsoft Word- Practical knowledge of Microsoft Word- Powerpoint Presentation experience- Ability to effectively interact, verbally and in writing	
Are you passionate about supporting a dynamic and growing company and looking to thrive in a creative environment? Then we would love to hear from you! An applicant will be selected by the end of the week. Apply today!	
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OfficeTeam, a Robert Half Company, matches professionals in the administrative field with remote or on-site jobs on a temporary and temporary-to-full-time basis. Whether you're a seasoned administrative pro or starting your career, we have options for you. Our experienced staffing professionals can promote you to employers and advocate on your behalf. We provide access to top jobs, competitive compensation and benefits, and free online training. For more opportunities, get the Robert Half app and receive instant notifications when our AI matches your skills and experience with jobs. When you work with us, you're working with the best. has been recognized as one of FORTUNE's "Most Admired Companies" every year since 1998 and was named to Forbes' inaugural list of America's Best Temporary Staffing Firms. Questions? Call your local office at 1.888.490.4154. 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.com/benefits for more information. © 2020 OfficeTeam. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to Robert Half's Terms of Use (www.roberthalf.com/terms-of-use).	
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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.