

## 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:** \$19.00 to \$20.00 hourly  
**Employment status:** Contract / Temporary

### Description

We are looking for an Administrative Assistant looking to work in a Professional Services industry, where you will perform various administrative and office support duties, you might be the results-oriented Administrative Assistant Robert Half is looking for! We are looking for people who are deeply passionate about growing their careers as an Administrative Assistant. This Administrative Assistant vacancy is based in Fairfax, Virginia area and is a temporary opportunity.

#### Key responsibilities

- Tend to word processing, filing, and faxing duties.
- Maintain a strong work ethic and provide exceptional customer service
- Receive and tend to visitors
- Answer telephone calls
- Back various projects for other employees
- Utilize MS Office applications and data entry skills to perform tasks efficiently
- Act as the first point of contact representing our organization.

### Requirements

- Prior experience in the field of administration is highly desirable. At least 1 year of Administrative Assistant experience preferred.
- Must be skilled in using MS Office suite, including Word, Excel, and PowerPoint.
- Excellent communication and interpersonal skills.
- Ability to work in a team environment and contribute to team goals.
- Proven ability to manage time effectively and prioritize tasks as needed.
- High level of attention to detail.
- Ability to maintain confidentiality of sensitive information
- Capable computer skills including word processing, spreadsheets and presentation software, as well as databases and customer database systems
- Ability to work independently and take initiative in problem-solving.

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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.**