

Receptionist

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: \$17.58 to \$20.35 hourly
Employment status: Contract / Temporary

Description

Would you describe yourself as someone optimistic that enjoys handling multiple projects at once? A highly-skilled and well-spoken Receptionist is wanted by a growing company Robert Half has partnered with. Sharpen your skill set at a dynamic company while growing your career in this fantastic opportunity. This short-term contract / temporary Receptionist position is a terrific opportunity and is based in the Roseville, California area.

Key responsibilities

- Create a welcoming environment for visitors
- Maintain various office files and provide general office filing support
- Order office and kitchen supplies
- Receive, review, and distribute incoming mail according to specified procedures
- Route all incoming phone calls to the appropriate individuals
- Aid other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Manage various office files and provide general office filing support
- Use strong prioritization skills and a sense of urgency

Requirements

- Be detailed, flexible, and organized
- 1 or more years of experience handling multi-line phone systems
- Excellent organizational and multitasking skills
- Optimistic, creative, resourceful, solution-oriented, and tech-savvy
- Customer service and office administrative skills
- Excellent oral and written communications skills

This employment opportunity is available exclusively through Robert Half. Are you a passionate Receptionist that is growth-focused? Contact us today to be considered for this amazing growth-oriented opportunity.

-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.