

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: \$18.00 to \$19.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is seeking a strong Receptionist for a reputable CPA and Construction Accounting Firm. This position is fully onsite, Monday-Friday, 8:00AM-5:00PM and paying \$18-19/Hour dependent on experience.

The Receptionist is the first point-of-contact for all clients. They are the face of the office and are expected to provide our clients with exceptional and professional customer service. The ideal candidate will have a positive attitude always and be willing to go the extra mile for our clients.

Responsibilities include, but are not limited to;

- Greeting clients upon arrival
- Answering phones and routing calls to appropriate department
- Customer Service and Data Entry
- Clerical Functions (Filing, Faxing, Scanning, Labeling, Organizing, Copying)
- Acts as Administrative Assistant to upper Management
- Assisting other Departments with special projects/tasks as delegated by Supervisor.

Requirements:

- 2+ Years of Receptionist Experience
- Proficient in MS Office Suite (Word, Basic Excel, Outlook)

APPLY NOW!

Requirements

Receptionist Duties, Answering Inbound Calls, Data Entry

-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.