

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: \$17.41 to \$20.16 hourly
Employment status: Contract / Temporary

Description

We currently have a short-term contract / temporary opening for an intelligent, highly-skilled Receptionist in a growing company. This original and stable company offers a rewarding work environment with fulfilling challenges and is based in the Davis, California region. Are you a hard worker who can tackle multiple projects at the same time? Then this Receptionist position is right up your alley.

What you get to do every day

- Route all incoming phone calls to the appropriate individuals
- Organize, review, and allocate incoming mail according to specified procedures
- Wield strong prioritization skills and a sense of urgency
- Look after various office files and provide general office filing support
- Support other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Welcoming visitors
- Perpetuate a number of different office filing processes and offer general office filing support
- Put in orders for office and kitchen supplies

Please apply for immediate consideration.

Requirements

- Switchboard phone (1-10 lines) experience desired
- Strong organizational skills and attention to detail are a must
- Excellent customer service and office administrative skills
- Attention to detail and ability to follow standard procedures is a requirement
- Energetic, intelligent, resourceful, solution-oriented, and tech-savvy
- Sound written and verbal communication skills

This career opportunity is available entirely through Robert Half. This is an excellent opportunity for a growth-oriented and driven Receptionist. If you're serious about succeeding in your field, contact us today!

-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.

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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.