

## Front Desk Coordinator

**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 \$20.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half currently has an open position for a well-organized and motivated Front Desk Coordinator who is looking to grow their career in the Non-Profit industry. The Front Desk Coordinator will oversee the lobby area and ensure a positive experience for all visitors and serve as a creator of positive first impressions. We are looking for a dynamic self-starter who is eager to thrive in a challenging environment and deeply passionate about providing high quality administrative support. Are you friendly, welcoming, and geared towards getting things done? Then apply today for this excellent Front Desk Coordinator role! A short-term contract / temporary employment opportunity, the Front Desk Coordinator role is based in the Sacramento Region.

What you get to do every day

- Manage special administrative projects, including overflow work from department and executive assistants
- Certify completion of paperwork, sign-in, and security procedures
- Meet and direct all visitors including vendors, clients, and customers

### Requirements

Great written, verbal, and interpersonal skills

- Excellent phone etiquette and ability to establish rapport with diverse clientele
- Customer service experience
- Answering Inbound Calls experience

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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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**