

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

### Description

Robert Half is seeking a strong Front Desk Coordinator for a reputable company in Sacramento, CA. This position is fully onsite, Monday-Friday, 8AM-5PM and paying \$19-20/Hour dependent on experience.

The Front Desk Coordinator will be responsible for, but not limited to:

- Greeting Clients as they enter/exit
- Answering phones
- Data Entry and Schedule Coordination
- Meeting preparation, meeting coordination, responsible for booking catering for onsite meetings
- General Administrative Assistance to upper Management and Attorneys.
- Filing, Faxing, Scanning, Mailing and Correspondence.

APPLY NOW!

### Requirements

Receptionist Duties, Administrative Assistance

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.**