



is now hiring!

Receptionist	
<b>Benefits:</b> 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.	<b>Salary range:</b> \$11.88 to \$13.75 hourly <b>Employment status:</b> Temporary
<b>Description</b>	
<p>If you are a motivated self-starter who can handle multiple projects at once with a smile, you may be the candidate this position requires. OfficeTeam has an opening for an articulate, highly-skilled Receptionist at a growing company. Consistently ranked as a fantastic company to work for, the job is a great opportunity to advance your career and develop new skills! This temporary Receptionist position is a great opportunity for candidates looking for short-term employment in the Alexandria, Virginia area.</p> <p>Your responsibilities in this role</p> <ul style="list-style-type: none"><li>- Be an asset to other administrative staff with support overflow work, including word processing, data entry and Internet research tasks</li><li>- Have strong prioritization skills and a sense of urgency</li><li>- Manage various office files and provide general office filing support</li><li>- Handle and route all incoming phone calls</li><li>- Arrange, review, and distribute incoming mail according to specified procedures</li><li>- Order office and kitchen supplies</li><li>- Be a welcoming presence for visitors</li><li>- Oversee various office files and provide general office filing support</li></ul>	
<b>Requirements</b>	
<ul style="list-style-type: none"><li>- 1 or more years of experience handling multi-line phone systems</li><li>- Excellent attention to detail</li><li>- Answering Inbound Calls experience desired</li><li>- Proficiency in navigating basic office equipment and protocols</li><li>- Answering Multi-Line Phone System experience preferred</li><li>- Optimistic, perceptive, resourceful, solution-oriented, and tech-savvy</li><li>- Excellent written, verbal and social communication skills</li><li>- Strong customer service and office administrative skills</li><li>- Possess strong organizational and follow-up skills</li></ul>	
<p>This position is offered exclusively through OfficeTeam. This a great Receptionist position with a lot of career growth potential. If you are a passionate individual that is driven to succeed, contact us today!</p> <p>.</p>	
<p>OfficeTeam, a Robert Half Company, matches professionals in the administrative field with remote or on-site jobs on a temporary and temporary-to-full-time basis. Whether you're a seasoned administrative pro or starting your career, we have options for you.</p> <p>Our experienced staffing professionals can promote you to employers and advocate on your behalf. We provide access to top jobs, competitive compensation and benefits, and free online training. For more opportunities, get the Robert Half app and receive instant notifications when our AI matches your skills and experience with jobs.</p> <p>When you work with us, you're working with the best. has been recognized as one of FORTUNE's "Most Admired Companies" every year since 1998 and was named to Forbes' inaugural list of America's Best Temporary Staffing Firms.</p> <p>Questions? Call your local office at 1.888.490.4154. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <a href="https://roberthalf.gobenefits.net/">https://roberthalf.gobenefits.net/</a> for more information.</p> <p>© 2020 OfficeTeam. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to Robert Half's Terms of Use (<a href="http://www.roberthalf.com/terms-of-use">www.roberthalf.com/terms-of-use</a>).</p>	
<p><a href="#">Apply Here For Job Posting</a></p>	

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

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

