

Receptionist/Front desk

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: \$15.87 to \$18.38 hourly
Employment status: Contract / Temporary

Description

If you're interested in this Receptionist position, apply now with Robert Half. An influential company is in need of an articulate and highly-skilled individual to join their team. If you enjoy handling several projects at once with a smile, this position may be right for you! A contract / temporary Receptionist position, offered on a short-term basis, is currently available at a company based in the Washington, District of Columbia area.

Major responsibilities

- Use strong prioritization skills and a sense of urgency
- Arrange, review, and distribute incoming mail according to specified procedures
- 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
- Oversee and answer all incoming phone calls
- Oversee various office files and provide general office filing support
- Create a fantastic first impression for visitors
- Submit orders for office and kitchen supplies

Requirements

- Excellent customer service and office administrative skills
- Attention to detail and demonstrated ability to follow standard procedures is a requirement
- Excellent verbal, written, and social skills
- Highly organized and self-motivated
- Incoming phone call management skills required
- Customer service experience desired
- Confident, quick-witted, resourceful, solution-oriented and tech-savvy

This career opportunity is available primarily through Robert Half. 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!

-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.

Questions? Call your local office at 1.888.490.4154. 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.