

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: \$16.50 to \$17.00 hourly

Employment status: Contract / Temporary to Hire

Description

This position is for someone who is a positive self-starter, and are eager to thrive in a dynamic environment. Are you well-organized and motivated? Are you friendly, flexible, and comfortable taking initiative? There is an opening with Robert Half for a Front Desk Coordinator in the Real Estate & Property industry. Candidates interested in becoming a key player leading the lobby area at this growing firm could have that opportunity, if they are deeply passionate about providing high quality administrative support. Candidates looking for Front Desk Coordinator opportunities will be interested in this long-term contract to hire vacancy in the Herndon, Virginia area.

What you get to do every day

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

Requirements

- Excellent verbal, written, and social communication skills
- 1+ years of experience
- Receptionist Duties experience
- navigating basic office equipment and protocols experience required
- Excellent telephone etiquette and keyboard skills

Contact us today if you are an efficient, goal-oriented self-starter. We have an amazing opportunity! Don't delay in jump starting your career by contacting us today. We are looking to have this position staffed by the end of the week. This position provides amazing benefits and the opportunity to advance your career.

-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.