

Receptionist

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: \$15.84 to \$18.34 hourly
Employment status: Contract / Temporary

Description

Apply now with Robert Half to be considered for this excellent Receptionist opportunity. If you are someone who is experienced and highly-skilled in communication, then this position at a dynamic company may be a great fit for you. This position would be best suited for someone that is a natural self-starter, who can handle multiple projects at once with an optimistic attitude. This short-term contract / temporary Receptionist position is a terrific opportunity and is based in the Gaithersburg, Maryland area.

Your responsibilities

- Look after various office files and provide general office filing support
- Be an asset to other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Oversee and answer all incoming phone calls
- Manage various office files and provide general office filing support
- Put in orders for office and kitchen supplies
- Arrange, review, and distribute incoming mail according to specified procedures
- Use strong prioritization skills and a sense of urgency
- Create a welcoming environment for visitors

Requirements

- Customer service and office administrative skills
- Excellent organizational and multitasking skills
- Detailed and have the ability work independently
- Strong communication and social skills
- Proficiency in Ordering Office Supplies
- Knowledge of customer service
- Receptionist Duties experience
- Optimistic, creative, resourceful, solution-oriented, and tech-savvy
- Incoming phone call management skills required

This career opportunity is available primarily through Robert Half. Contact us today- this is an excellent career opportunity for a growth-oriented Receptionist who is deeply passionate to succeed!

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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.