

## 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:** \$14.45 to \$16.73 hourly

**Employment status:** Contract / Temporary to Hire

### Description

We currently have a long-term contract / temporary to hire opening for an intelligent, highly-skilled Receptionist in a growing company. This progressive and creative company offers a multi-faceted work environment with fulfilling challenges and is based in the Landover, Maryland region. Are you a motivated self-starter who can handle multiple projects at once with a smile? Then this Receptionist position is right up your alley.

#### Responsibilities

- Aid other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Perpetuate a number of different office filing processes and offer general office filing support
- Catalog, review, and dole out incoming mail according to specified procedures
- Greeting visitors
- Submit orders for office and kitchen supplies
- Perpetuate a number of different office filing processes and offer general office filing support
- Have strong prioritization skills and a sense of urgency
- Managing all incoming phone calls

### Requirements

- Less than one year of experience
- Strong organization skills
- Well-founded grasp of Receptionist Duties
- Strong familiarity with Answering Inbound Calls
- Proven knowledge of Multi-line Phone Systems
- Energetic, intelligent, resourceful, solution-oriented, and tech-savvy
- Incoming phone call management skills desired
- Attention to detail and demonstrated ability to follow standard procedures is a requirement
- Strong communication skills, both verbally and in writing
- Strong customer service and office administrative skills

This career opportunity is available only through Robert Half. This position offers excellent career growth opportunity for the right Receptionist that is driven to succeed!

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