

## 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:** \$16.00 to \$19.00 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

This job would be the best fit for someone who is a positive self-starter, and are eager to thrive in a dynamic environment. Robert Half is looking for a Front Desk Coordinator in the Construction/Contractor industry who is friendly, flexible, and loves taking initiative. If you are well-organized and motivated, you might be a good fit. Do you want to become a key player leading the lobby area at a growing firm? You could be right for this position, if you are deeply passionate about providing high quality administrative support. If you're looking for work as a Front Desk Coordinator in the Columbia, Maryland area, this long-term contract / temporary to hire vacancy might be what you're looking for!

#### Your responsibilities

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

### Requirements

- Less than one year of experience
- Comprehensive knowledge of switchboard phones from 1-10 lines
- Ability to effectively interact, verbally and in writing
- Incoming phone call management skills desired

If you consider yourself a determined self-starter then we want to hear from you! This opportunity will be filled by the end of the week so don't delay in contacting us to begin your career! Advance your skillset in this amazing employment opportunity that offers growth and excellent benefits!

-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.**

