

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: \$15.20 to \$17.60 hourly
Employment status: Contract / Temporary

Description

You may be the right candidate for this Receptionist position. Apply now with Robert Half. This influential and innovative company is seeking a candidate who is well-spoken and highly-skilled. The ideal candidate would be a motivated, positive individual that enjoys multi-tasking and handling several projects at once. Offered on a short-term contract basis, this Receptionist position is a great opportunity for candidates residing in the Reston, VA area.

Responsibilities

- Be an asset to other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Structure, filter, and hand out incoming mail according to specified procedures
- Maintain various office files and provide general office filing support
- Bring a sense of urgency and prioritization skills
- Be a welcoming presence for visitors
- Look after various office files and provide general office filing support

Requirements

- Upbeat, smart, resourceful, solution-oriented, and tech-savvy
- Daily Mail experience
- Build Strong Relationships experience
- Customer service experience
- Assist Guests experience
- Ability to effectively interact, verbally and in writing
- Strong attention to detail
- Possess strong organizational and follow-up skills

- Excellent phone etiquette and ability to establish rapport with diverse clientele

- Excellent customer service and office administrative skills

This career opportunity is available entirely through Robert Half. This is an outstanding career opportunity for a Receptionist that is driven to grow their career and advance their skill set. This position may fill up fast so don't delay in contacting us!

-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.

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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.