

## 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:** \$16.00 to \$17.00 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

Do you enjoy handling multiple projects at once with a smile? Robert Half has a Receptionist position available at an expanding company. The ideal candidate would be well-spoken and experienced. Ranked as a great company to work for, this position allows the candidate to steadily improve their skills while growing with the company. This short-term/long-term Receptionist position is a great opportunity for applicants seeking work in the Herndon, VA area.

#### Your responsibilities

- Look after various office files and provide general office filing support
- Create a welcoming environment for visitors
- Aid other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Route all incoming phone calls to the appropriate individuals
- Order office and kitchen supplies
- Wield strong prioritization skills and a sense of urgency
- Catalog, review, and dole out incoming mail according to specified procedures

### Requirements

- Optimistic, perceptive, resourceful, solution-oriented, and tech-savvy
- Strong customer service and office administrative skills
- Excellent verbal, written, and social skills
- Excellent phone etiquette and ability to establish rapport with diverse clientele
- Observant, accurate and able to thrive in a fast-paced environment
- Administrative Office experience
- Possess strong organizational and follow-up skills

-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.**