

Front Desk 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: \$15.75 to \$17.50 hourly
Employment status: Contract / Temporary

Description

Robert Half is looking for a well-spoken and experienced Receptionist for a local company in Silver Spring, Maryland for a contracted / temporary position.

Requirements

- Available to work in-office and be commutable to Silver Spring, Maryland

- Have strong prioritization skills and a sense of urgency
- Welcome visitors, clients, and staff in a friendly, positive manner
- Create a welcoming environment for visitors
- Notifies staff members when appointments arrive and escorts guests to appropriate room
- Answer multi-line phone with professionalism and enthusiasm, direct calls to appropriate personnel
- Immediately notifies and involves management with customer service issues
- Receives and routes incoming mail and packages delivered to front desk
- Receives and disperses emails and faxes received to general email box
- Maintains the reception area to always look neat and professional
- Responsible for ordering, receiving, and organizing all office supplies
- Assist with other administrative tasks as needed including word processing, data entry and Internet research tasks
- Excellent verbal, written, and social skills
- Proficiency in navigating basic office equipment and protocols
- Customer service experience preferred

- Solid understanding of Basic Computer Skills
- Proven knowledge of Administrative Office
- Expertise in Basic Office Equipment
- Excellent customer service and office administrative skills
- Strong time management and organizational skills
- High attention to detail and possesses excellent organizational and writing skills
- Optimistic, perceptive, resourceful, solution-oriented, and tech-savvy
- Incoming phone call management skills required

-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.