

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: \$18.05 to \$20.90 hourly
Employment status: Contract / Temporary

Description

We currently have a short-term contract / temporary opening for an intelligent, highly-skilled Receptionist in a growing company. This dynamic and creative company offers a stimulating work environment with fulfilling challenges and is based in the Springfield, Virginia region. Are you a skilled professional who can balance multiple tasks at the same time? Then this Receptionist position is for you.

Responsibilities

- Bring a sense of urgency and prioritization skills
- Answering all incoming phone calls
- Receive, review, and distribute incoming mail according to specified procedures
- Order office and kitchen supplies
- Maintain various office files and provide general office filing support
- Create a fantastic first impression for visitors
- Assist other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Maintain various office files and provide general office filing support

Requirements

- Excellent verbal, written, and social communication skills
- Receptionist Duties experience
- Excellent phone etiquette and ability to establish rapport with diverse clientele
- Strong organizational skills and attention to detail are a must
- Strong customer service and office administrative skills
- High attention to detail
- Upbeat, smart, resourceful, solution-oriented, and tech-savvy

This career opportunity is available completely through Robert Half. This an excellent opportunity for a Receptionist seeking a position with plenty of career growth opportunities. If you are a passionate and hard-working candidate, this opening may be ideal for you! Contact us now!

-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.

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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's](#)

[Terms of Use.](#)

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.