

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: \$16.15 to \$18.70 hourly
Employment status: Contract / Temporary

Description

Apply now with Robert Half to be considered for this excellent Receptionist opportunity. This dynamic and creative company is seeking someone who is articulate and highly-skilled. This position would be best suited for someone that is a natural self-starter, who can handle multiple projects at once with an optimistic attitude. This long-term contract Receptionist position is a terrific opportunity and is based in the Reston, Virginia area.

Your responsibilities

- Welcoming visitors
- Managing all incoming phone calls
- Wield strong prioritization skills and a sense of urgency
- Put in orders for office and kitchen supplies
- Catalog, review, and dole out incoming mail according to specified procedures
- Perpetuate a number of different office filing processes and offer general office filing support
- Aid other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Oversee various office files and provide general office filing support

Requirements

- Energetic, intelligent, resourceful, solution-oriented, and tech-savvy
- Build Strong Relationships experience
- Strong familiarity with Daily Mail
- Customer service experience
- Proven knowledge of Google Suite
- Solid understanding of Assist Guests
- Knowledge of Direct Visitors
- Observant, accurate and able to thrive in a fast-paced environment
- Strong communication and social skills and able to receive criticism well
- Excellent telephone etiquette and keyboard skills
- Excellent customer service and office administrative skills

- Strong organization skills

This career opportunity is available only through Robert Half. Contact us today- this is an excellent career opportunity for a growth-oriented Receptionist who is deeply passionate to succeed!

-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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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.