

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: \$17.10 to \$19.80 hourly
Employment status: Contract / Temporary

Description

You may be the right candidate for this **Receptionist** position. Apply now with Robert Half. If you are someone who is experienced and highly-skilled in communication, then this position at a dynamic company may be a great fit for you. This position is an excellent opportunity for an ambitious, motivated candidate that can handle working on several projects at once. A 3-month contracted **Receptionist** position, offered on a long-term basis, is currently available at a company based in the **Reston, Virginia area**.

What you get to do every day

- Assist other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Have strong prioritization skills and a sense of urgency
- Route all incoming phone calls to the appropriate individuals
- Perpetuate a number of different office filing processes and offer general office filing support
- Organize, review, and allocate incoming mail according to specified procedures
- Perpetuate a number of different office filing processes and offer general office filing support
- Welcoming visitors
- Place orders for office and kitchen supplies

Requirements

- Energetic, intelligent, resourceful, solution-oriented, and tech-savvy
- Email Correspondence experience
- Answering Inbound Calls experience desired
- Customer service experience preferred
- Strong communication and interpersonal skills (verbal, written, and listening)
- Excellent phone etiquette and ability to establish rapport with diverse clientele
- Excellent customer service and office administrative skills
- Attention to detail and ability to follow standard procedures is a requirement
- Strong organizational skills and attention to detail are a must
- 1+ years of related experience

This position is available only through Robert Half. Are you a passionate Receptionist that is growth-focused? Contact us today to be considered for this amazing growth-oriented opportunity.

-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.

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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.