

Front Desk Coordinator

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 to Hire

Description

This position is for someone who is a positive self-starter, and are eager to thrive in a dynamic environment. If you are well-organized and motivated, this Front Desk Coordinator position in the Construction/Contractor industry might be right for you! Robert Half is looking for candidates who are friendly, flexible, and love taking initiative! Candidates who are deeply passionate about providing high quality administrative support could have the opportunity to become a key player leading the lobby area at this growing firm. If you're looking for work as a Front Desk Coordinator, this long-term contract / temporary to hire vacancy in the Ceres, California area might be right for you!

Responsibilities

- Greet and direct all visitors including vendors, clients, and customers
- Establish completion of paperwork, sign-in, and security procedures
- Handle special administrative projects, including overflow work from department and executive assistants

Requirements

- Switchboard phone (1-10 lines) experience
- Foundational knowledge in QuickBooks
- Spanish Language experience
- Expertise in Accounts Payable (AP)
- Excellent verbal and written communication skills
- 3+ years of experience
- Incoming phone call management skills required

If you are a productive and goal-oriented self-starter, we want to hear from you! Don't delay in jump starting your career by contacting us today. We are looking to have this position staffed by the end of the week. This job opportunity is a great chance to grow your career and offers competitive benefits! Please contact Robert Half at 209.576.7790 for immediate consideration.

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

This Job Posting will expire in 10 days.