

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: \$19.00 to \$22.00 hourly

Employment status: Contract / Temporary to Hire

Description

Applicants that consider themselves a motivated self-starter who can handle multiple projects at once with a smile are encouraged to apply for this position. A Receptionist position has become available at a developing Construction/Contractor company that Robert Half has partnered with. This role provides the applicant with an excellent opportunity to sharpen their skills while advancing their career with a company that has been acclaimed for a fantastic work environment. Offered on a short-term contract / temporary to hire basis, this Receptionist position is a great opportunity for candidates residing in the Portland, Maine area.

Key responsibilities

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

Requirements

- Strong organization skills with a sense of urgency and capable of prioritizing multiple tasks
- Excellent verbal, written, and social skills
- Excellent customer service and office administrative skills
- Foundational knowledge in Phone Messages
- Comprehensive knowledge of Answering Multi-Line Phone System
- Pleasant Phone experience highly desired
- Well-founded grasp of Detailed Documentation
- Proficiency in Phone Etiquette
- Command of Phone Inquiries
- General familiarity with Detailed Reports
- Proven knowledge of Real-Time Monitoring
- Practical knowledge of Detailed Review
- Energetic, intelligent, resourceful, solution-oriented, and tech-savvy
- Excellent phone etiquette and ability to establish rapport with diverse clientele
- High attention to detail and possesses excellent organizational and writing skills

This position is available only through Robert Half. This position offers excellent career growth opportunity for the right Receptionist that is driven 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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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.