

Quechan Indian Tribe (5300)
To: Employment Counselor
Date: 05/19/2024



90025
Los Angeles, CA, 90025

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

Description

A West LA CPA firm is looking for a Receptionist for an ongoing basis. In this role, you will be responsible for answering incoming phone calls from their clients, calendaring, setting up appointments with clients and other administrative support such as filing, scanning and copying. The ideal candidate will have previous experience working as a Receptionist or Administrative Assistant at a CPA firm, has strong MS Office skills and a professional phone demeanor. You must feel comfortable working onsite as they are an essential business. This receptionist opening pays up \$20-21.50/hr DOE. Hours are Monday-Friday 9-6PM, with occasional overtime.

Requirements

- 1+ years of related experience
- Strong customer service and office administrative skills
- Excellent oral and written communication skills
- Highly organized and self-motivated
- Comprehensive knowledge of switchboard phones from 1-10 lines
- High attention to detail
- Optimistic, perceptive, resourceful, solution-oriented, and tech-savvy

This position is available only through Robert Half. Contact us today about a magnificent Receptionist opening that offers career growth.

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This Job Posting will expire in 10 days.