

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: \$14.00 to \$15.00 hourly
Employment status: Contract / Temporary

Description

We currently have a short-term contract / temporary opening for an intelligent, highly-skilled Receptionist in a growing company. This successful and thriving company offers a career-building work environment with fulfilling challenges and is based in the Indianapolis, Indiana region. Are you a dedicated professional who can take on more than one assignment at a time? Then this Receptionist position would be a great fit for you.

How you will make an impact

- Oversee various office files and provide general office filing support
- Manage various office files and provide general office filing support
- Wield 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
- Submit orders for office and kitchen supplies
- Arrange, review, and distribute incoming mail according to specified procedures
- Route all incoming phone calls to the appropriate individuals
- Welcoming visitors

Requirements

- Upbeat, smart, resourceful, solution-oriented, and tech-savvy
- Possess strong organizational and follow-up skills
- Excellent verbal and written communication skills
- Strong customer service and office administrative skills
- Detailed and have the ability work independently
- Incoming phone call management skills required
- Comprehensive knowledge of working as an assistant

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

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This Job Posting will expire in 10 days.