

## 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.**