

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

Robert Half currently has a short-term contract / temporary opening for an intelligent, highly-skilled Receptionist in a growing Real Estate & Property company. This established and recognized company offers a hands-on work environment with fulfilling challenges and is based in the Minneapolis, Minnesota region. Are you a dedicated professional who can take on more than one assignment at a time? Then this Receptionist position is the role for you.

How you will make an impact

- Catalog, review, and dole out incoming mail according to specified procedures
- Wield strong prioritization skills and a sense of urgency
- Manage various office files and provide general office filing support
- Create a welcoming environment for visitors
- Aid other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Place orders for office and kitchen supplies
- Manage various office files and provide general office filing support
- Answering all incoming phone calls

Requirements

- Optimistic, perceptive, resourceful, solution-oriented, and tech-savvy
- Data entry experience desired
- Sound written and verbal communication skills
- Strong customer service and office administrative skills
- Excellent phone etiquette and ability to establish rapport with diverse clientele
- Possess strong organizational and follow-up skills
- Attention to detail and ability to follow standard procedures is a requirement

This career opportunity is available completely through Robert Half. This a great Receptionist position with a lot of career growth potential. If you are a passionate individual that is driven to succeed, contact us today!

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.

Robert Half works to put you in the best position to succeed. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity - whenever you choose - even on the go. [Download the Robert Half app](#) and get 1-tap apply, notifications of AI-matched jobs, and much more.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit roberthalf.gobenefits.net for more information.

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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.