

Front Desk Coordinator

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: \$20.00 to \$22.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is partnering with a reputable company in the water district industry to find a Temporary Front Desk Coordinator. Our client is committed to providing excellent service in water management and conservation, and they are seeking a dedicated individual to join their team during a period of temporary coverage.

Job Description:

As a Temporary Front Desk Coordinator, you will be the first point of contact for our company. Your role will be vital in ensuring efficient office operations and providing exceptional customer service to clients, visitors, and employees. Your responsibilities will include:

- Greeting visitors with a warm and professional demeanor
- Answering and directing incoming calls to the appropriate department or individual
- Managing incoming and outgoing mail and packages
- Maintaining cleanliness and organization of the reception area
- Assisting with administrative tasks such as data entry, filing, and scheduling appointments
- Providing general support to other departments as needed

Requirements

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To excel in this role, you should possess the following qualifications:

- Proven experience in a customer service or administrative role
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Strong organizational skills and attention to detail
- Ability to multitask and prioritize tasks in a fast-paced environment

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