

Department Assistant 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: \$18.00 to \$20.00 hourly
Employment status: Contract / Temporary

Description

Robert Half has an open position for a well-organized and motivated Department Assistant Receptionist looking to grow their career in the Insurance - Health industry. You will be a key player by leading the lobby area at a fast-paced company and be a curator of first impressions. We seek an ambitious self-starter eager to thrive in a dynamic environment and passionate about providing high-quality administrative support. Are you sociable, able to balance a busy schedule, and love getting things done? Then we have the Receptionist position for you. A short-term contract/contract employment opportunity, the Department Assistant Receptionist role is based in the Ontario, California region.

What you get to do every single day:

- Manage special administrative projects, including overflow work from department and executive assistants
- Greet and direct all visitors including vendors, clients, and customers
- Ensure completion of paperwork, sign-in, and security procedures

Requirements

- Practical knowledge of A Plus
- Earlier work involving NIS
- Corporate Office experience highly preferred
- Background working with TRICARE
- Training experience
- C-Suite experience
- General familiarity with Offshore
- Adeptness in SANs (Storage Area Networks)
- Workstation Support experience required
- Receptionist Duties experience preferred
- Demonstrated knowledge of HealthCare.gov
- Proficiency in Medical Coverage
- Incoming phone call management skills required
- Strong communication skills and able to receive criticism well

If you are a proactive and goal-oriented self-starter, we have an amazing opportunity for you! We are looking to have this position filled by the end of the week so don't delay in starting your career - Contact us now! This employment opening offers great benefits with the opportunity to grow your career!

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.

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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.

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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.