

Community Assistant

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: \$15.69 to \$18.17 hourly
Employment status: Contract / Temporary

Description

We currently have a long-term contract / temporary opening for an intelligent, highly-skilled Receptionist in a growing company. This dynamic and creative company offers a stimulating work environment with fulfilling challenges and is based in the Nashville, Tennessee region. Are you a motivated self-starter who can handle multiple projects at once with a smile? Then this Receptionist position would be a great fit for you.

Your responsibilities

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

Requirements

- Excellent oral and written communication skills
- Operations experience preferred
- Experience with Microsoft Excel
- Microsoft Word experience preferred
- Solid understanding of customer service
- Tenant experience
- Strong customer service and office administrative skills
- Energetic, intelligent, resourceful, solution-oriented, and tech-savvy
- Excellent organizational and multitasking skills
- Strong attention to detail
- 1 or more years of experience handling multi-line phone systems

This position is offered exclusively through Robert Half. Give us a call today! This is an admirable career move for a growth-oriented Receptionist who is deeply passionate to succeed in their field!

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.

© 2024 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.