

## 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!

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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.**