

Quechan Indian Tribe (5300)  
To: Employment Counselor  
Date: 05/19/2024



29601  
Greenville, SC, 29601

## 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:** \$18.05 to \$20.90 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

Candidates looking to grow their careers in the Construction/Contractor industry will be interested in Robert Half's opening for a well-organized and motivated Front Desk Coordinator. You will be a key player by leading the lobby area at a fast-paced company and be a curator of first impressions. We are looking for a positive self-starter who is eager to thrive in a dynamic environment and deeply passionate about providing high quality administrative support. Are you friendly, flexible, and love taking initiative? Then apply today for this excellent Front Desk Coordinator role! A long-term contract / temporary to hire employment opportunity, the Front Desk Coordinator role is based in the Greenville, South Carolina region.

### Responsibilities

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

### Requirements

- Excellent communication skills (written and verbal)
- Excellent phone etiquette and ability to establish rapport with diverse clientele
- Microsoft Excel experience required
- Receptionist Duties experience
- Customer service experience

If you are a proactive and goal-oriented self-starter, we have an amazing opportunity for you! An applicant will be selected by the end of the week. Apply today to start your career! This is a great employment opportunity that offers the chance to advance your career with amazing benefits!

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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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](https://roberthalf.gobenefits.net) for more information.

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