

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: \$40000.00 to \$43000.00 yearly
Employment status: Permanent

Description

Robert Half currently has a permanent opening for an articulate, highly-skilled Receptionist in a growing law firm. This dynamic company offers a stimulating work environment with fulfilling challenges and is based in the Pine Brook, New Jersey region. Responsibilities will include but are not limited to:

- Create a fantastic first impression for visitors
- Bring a sense of urgency and prioritization skills
- Manage various office files and provide general office filing support
- Place orders for office and kitchen supplies
- Support other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Arrange, review, and distribute incoming mail according to specified procedures
- Manage various office files and provide general office filing support
- Oversee and answer all incoming phone calls

Requirements

- Strong customer service and office administrative skills
- Incoming phone call management skills desired
- Attention to detail and demonstrated ability to follow standard procedures is a requirement
- Comprehensive knowledge of Answering Inbound Calls
- Experience with Spanish Language
- Strong familiarity with Client engagement
- Client Intake experience

- Expertise in Ordering Office Supplies
- Highly organized, attentive, has a sense of urgency, flexible and able to deal with frequent interruptions and changing priorities
- Optimistic, perceptive, resourceful, solution-oriented, and tech-savvy
- Strong communication skills and able to receive criticism well
- 1+ years of related experience

This employment opportunity is available exclusively through Robert Half. This is an excellent opportunity for a growth-oriented and driven Receptionist. If you're serious about succeeding in your field, contact us today!

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.

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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.