

Data Entry Operator III

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: \$21.85 to \$23.00 hourly
Employment status: Contract / Temporary

Description

Pleasanton property management client is in need of a front desk coordinator to work on a large office campus. You will be a floater for 8 different office buildings and assist with covering lunches and breaks of full time staff. Duties include: reception - greeting visitors and security, badging; meeting coordination; stocking of supplies and office supply ordering; maintaining office aesthetics; mail - receiving, delivering, and shipping out, etc.

The hours for this role are M-F 10am-3:45pm. This position is 100% onsite and is a long term open ended contract

Requirements

- Excellent written, verbal and social communication skills highly desired
- Proficiency in Receptionist Duties
- Mail processing experience highly preferred
- Customer service experience highly desired
- Foundational knowledge in Part-Time Receptionist
- General familiarity with Maintain Office Supplies
- Practical knowledge of ordering office supplies and equipment
- Adeptness in customer service
- Background working with Commercial Property Management
- Excellent telephone etiquette and keyboard skills

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