

## 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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