

Front Desk

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: \$23.00 to \$25.00 hourly
Employment status: Contract / Temporary

Description

Robert Half is looking for one day coverage for a front desk Receptionist for a financial services company. This is a 100% onsite position in San Francisco, CA.

What you will be doing:

- Badging people in
- Greeting employees and guests
- Sitting at front desk
- Filing
- Answering questions
- Scheduling conference rooms

Requirements

- Prior front desk experience preferred
- Strong customer-service
- Reliable and on-time

-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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Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. 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.