



is now hiring!

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: \$21.85 to \$25.30 hourly
Employment status: Contract / Temporary
Description
<p>This opportunity would be best for an optimistic individual that enjoys multi-tasking and handling various assignments simultaneously. A position is available for a well-spoken and experienced Receptionist at a developing company Robert Half has partnered with. Frequently acclaimed for its excellent work environment, this role is a great opportunity to develop new skills and expand your career path. This Receptionist position is offered on a short-term contract / temporary and is located in the Atherton, California area.</p> <p>Your responsibilities in this role</p> <ul style="list-style-type: none">- Catalog, review, and dole out incoming mail according to specified procedures- Help out other administrative staff with support overflow work, including word processing, data entry and Internet research tasks- Perpetuate a number of different office filing processes and offer general office filing support- Order office and kitchen supplies- Look after various office files and provide general office filing support- Route all incoming phone calls to the appropriate individuals- Wield strong prioritization skills and a sense of urgency- Create a welcoming environment for visitors
Requirements
<ul style="list-style-type: none">- Less than one year of experience- Excellent communication skills (written and verbal)- Confident, quick-witted, resourceful, solution-oriented and tech-savvy- Possess strong organizational and follow-up skills- Incoming phone call management skills desired- Microsoft Office experience desired- Strong customer service and office administrative skills- High attention to detail and possesses excellent organizational and writing skills <p>This career opportunity is available only through Robert Half. This is an outstanding career opportunity for a Receptionist that is driven to grow their career and advance their skill set. This position may fill up fast so don't delay in contacting us!</p>
<p>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.</p> <p>Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. Download the Robert Half app and get 1-tap apply, instant notifications for AI-matched jobs, and more.</p> <p>Questions? Call your local office at 1.888.490.4154. 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. Visit https://roberthalf.gobenefits.net/ for more information.</p> <p>2021 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to Robert Half's Terms of Use.</p>
<p>Apply Here For Job Posting</p>

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.