

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 03/28/2024



94401
San Mateo, CA, 94401

Front Desk Coordinator

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

Oversee the lobby area as a Front Desk Coordinator at a growing company in the Security industry. If you have experience in providing exceptional administrative support while displaying strong organizational skills, then Robert Half has an opportunity that may be of interest to you. We are seeking a friendly, flexible individual who loves taking initiative. If this is you, please contact us today! Are you looking for a short-term contract / temporary Front Desk Coordinator opportunity? This position in the San Mateo, California area might be ideal for you!

Your responsibilities

- Be responsible for special administrative projects, including overflow work from department and executive assistants
- Receive and direct all visitors including vendors, clients, and customers
- Secure completion of paperwork, sign-in, and security procedures

Requirements

- Proficiency in Mail Packages
- Solid understanding of Customer Satisfaction
- Google Suite experience preferred
- Expertise in customer service
- Incoming phone call management skills required
- Strong communication and social skills
- 2+ years of experience

If you are a driven, goal-oriented individual that has initiative, contact us today about a great opportunity! Contact us today to start your career- this position will be filled by the end of the week! This is an amazing opportunity that will allow you to grow your skills with excellent benefits!

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 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.

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.

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