

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: \$20.90 to \$24.20 hourly

Employment status: Contract / Temporary to Hire

Description

To learn if this Receptionist position is a good fit for you, apply now with Robert Half. An influential company is in need of an articulate and highly-skilled individual to join their team. This role is best suited for an individual that can handle various responsibilities at once. A contract / temporary to hire Receptionist position, offered on a long-term basis, is currently available at a company based in the Palo Alto, California area.

How you will make an impact

- Oversee various office files and provide general office filing support
- Be an asset to other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Managing all incoming phone calls
- Greeting visitors
- Receive, review, and distribute incoming mail according to specified procedures
- Order office and kitchen supplies
- Manage various office files and provide general office filing support
- Have strong prioritization skills and a sense of urgency

Requirements

- Less than one year of experience is acceptable
- Strong communication and interpersonal skills
- Excellent telephone etiquette and keyboard skills
- Upbeat, smart, resourceful, solution-oriented, and tech-savvy
- Strong organization skills with a sense of urgency and capable of prioritizing multiple tasks
- Comprehensive knowledge of Microsoft Outlook
- Observant, accurate and able to thrive in a fast-paced environment
- Customer service and office administrative skills

This position is offered exclusively through Robert Half. Contact us today about a magnificent Receptionist opening that offers career growth.

-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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Questions? Call your local office at 1.888.490.4154. 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

authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://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.