

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/04/2024



94085
Sunnyvale, CA, 94085

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: \$23.75 to \$27.50 hourly
Employment status: Contract / Temporary to Hire

Description

Robert Half has an open role for a talented Front Desk Coordinator who is looking to grow their career. The Front Desk Coordinator will manage the lobby area and provide positive first impressions along with welcoming guests. The ideal Front Desk Coordinator will be passionate about providing high quality administrative support and be committed to professionalism. Are you friendly, flexible, and love taking initiative? Then we have the Front Desk Coordinator opportunity for you. A short-term contract / temporary to hire employment opportunity, the Front Desk Coordinator role is based in the Sunnyvale, California region.

Key responsibilities

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

Requirements

- Excellent verbal, written, and social skills
- 2+ years of experience
- Knowledge of customer service
- Solid understanding of Google Suite
- 1 or more years of experience handling multi-line phone systems

If you are an efficient and resourceful self-starter, please contact us about an amazing job opportunity! Contact us now to start your career- this position will be staffed by the end of the week! This position offers amazing benefits and the chance to grow your career!

-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. 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.

