

## 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 \$25.00 hourly  
**Employment status:** Contract / Temporary

### Description

There is an opening at Robert Half for a Front Desk Coordinator who is well-organized, motivated, and 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 outgoing, friendly, and flexible? Then we have the Front Desk Coordinator position for you. A long-term contract / temporary employment opportunity, the Front Desk Coordinator role is based in the Half Moon Bay, California region.

#### Major responsibilities

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

### Requirements

- Excellent oral and written communications skills
- Microsoft Word experience preferred
- Command of Email Correspondence
- Inbound Telephone Calls experience desired
- Strong familiarity with Microsoft Excel
- Incoming phone call management skills desired

Would you describe yourself as an ambitious, goal-oriented and determined self-starter? Then contact us today about an amazing job opportunity! Contact us now to start your career- this position will be staffed by the end of the week! Advance your career in this amazing position, which offers competitive 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. 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.**