Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 03/29/2024

Robert Half®
is now hiring!

94080
South San Francisco, CA, 94080

Receptionist & Intake

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: DOE
Employment status: Contract / Temporary

Description

Do you enjoy working with your community and making a change? Join our Non-Profit client! Robert Half is the world's leading staffing service specializing in the placement of highly skilled office and administrative support professionals on a temporary and temporary-to-hire basis.

Main duties:

- Front desk reception
- Answer phones
- Process packages
- Greet visitors
- Cover breaks and lunches
- Perform data entry in MS Excel and internal database
- Compile marketing packets
- Distribute mailings
- Provide exceptional customer service

Requirements

Requirements:

- 2-5 years of Administrative and/or Customer Service experience
- Excellent verbal and written communication skills
- Ability to multi-task and prioritize work
- Detail oriented
- Basic working knowledge of MS Office products
- Ability to work in a team environment

Location: San Mateo, CA

Hours: 8:00AM - 5:00PM

While working as a contract employee through Robert Half, you will have access to benefits, be eligible for holiday pay and bonus pay, have access to complimentary online tutorials and can participate in our 401K program after 52 consecutive weeks of contract employment.

-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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to Robert Half's Terms of Use.

Apply Here For Job Posting

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

This Job Posting will expire in 10 days.