

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/18/2024



95125

San Jose, CA, 95125

## Receptionist - CA

**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:** \$19.00 to \$21.00 hourly  
**Employment status:** Contract / Temporary

### Description

This Receptionist position may be a great fit for you! Apply now with Robert Half. This progressive and inventive company is looking for applicants that are highly-skilled and articulate. The ideal candidate for this position is a motivated self-starter, who can handle multiple projects at once with a smile. Offered on a long-term contract / temporary basis, this Receptionist position is a great opportunity for candidates residing in the San Jose, California area.

#### Major responsibilities

- Have strong prioritization skills and a sense of urgency
- Look after various office files and provide general office filing support
- Order office and kitchen supplies
- Arrange, review, and distribute incoming mail according to specified procedures
- Create a welcoming environment for visitors
- Manage various office files and provide general office filing support
- Oversee and answer all incoming phone calls
- Support other administrative staff with support overflow work, including word processing, data entry and Internet research tasks

### Requirements

- High attention to detail
- 1 or more years of experience handling multi-line phone systems
- Optimistic, perceptive, resourceful, solution-oriented, and tech-savvy
- Excellent verbal, written, and social skills
- Customer service and office administrative skills
- Possess strong organizational and follow-up skills
- navigating basic office equipment and protocols experience desired

For immediate consideration, please call or text Desiree (408) 961-2983

-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.**