

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 04/26/2024



95131
San Jose, CA, 95131

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: \$19.00 to \$22.00 hourly
Employment status: Contract / Temporary

Description

Responsibilities include:

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- Answering screening and forwarding incoming phone calls
- Receiving and sorting daily mail

Requirements

- Excellent communication and organizational skills
- Incoming phone call management skills desired
- Administrative Assistance experience a plus

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

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