

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

### Description

Receptionist - Part Time Weekends 730am - 330pm SAT and SUN Needed with our non profit client in San Mateo

Do you have experience in handling various projects at once while remaining a positive attitude? A position is available for a well-spoken and experienced Receptionist at a developing company Robert Half has partnered with. Advance your career and develop new skills at a company that has been consistently noted for its excellent work environment. Based in the San Mateo, California area, this Receptionist position is a great job opportunity for applicants seeking long-term contract / temporary.

What you get to do every single day

- Have strong prioritization skills and a sense of urgency
- Help out other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Oversee and answer all incoming phone calls
- Look after various office files and provide general office filing support
- Place orders for office and kitchen supplies
- Be a welcoming presence for visitors
- Catalog, review, and dole out incoming mail according to specified procedures
- Oversee various office files and provide general office filing support

### Requirements

- Optimistic, creative, resourceful, solution-oriented, and tech-savvy
- Inbound Telephone Calls experience
- Incoming phone call management skills required
- Excellent organizational and multitasking skills
- Strong customer service and office administrative skills
- Strong communication and interpersonal skills
- Detailed and have the ability work independently

This career opportunity is available entirely through Robert Half. This a great Receptionist position with a lot of career growth potential. If

you are a passionate individual that is driven to succeed, contact us today!

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-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.**