

## 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

Part Time Weekends 1130pm - 730am Weekend (1130pm Friday night to go in and finish Sunday 730am). Our non-profit client in San Mateo needs a receptionist.

We currently have a long-term contract / temporary opening for an intelligent, highly-skilled Receptionist in a growing company. This successful and thriving company offers a career-building work environment with fulfilling challenges and is based in the San Mateo, California region. Are you a dedicated professional who can take on more than one assignment at a time? Then this Receptionist position would be a great fit for you.

#### Your responsibilities

- Organize, review, and allocate incoming mail according to specified procedures
- Handle and route all incoming phone calls
- Look after various office files and provide general office filing support
- Bring a sense of urgency and prioritization skills
- Greeting visitors
- Maintain various office files and provide general office filing support
- Support other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Place orders for office and kitchen supplies

### Requirements

- Customer service and office administrative skills
- Strong communication and interpersonal skills
- Highly organized and self-motivated
- Comprehensive knowledge of Inbound Telephone Calls
- Optimistic, creative, resourceful, solution-oriented, and tech-savvy
- Incoming phone call management skills desired
- Observant, accurate and able to thrive in a fast-paced environment

This employment opportunity is available exclusively through Robert Half. This is an outstanding career opportunity for a Receptionist that is driven to grow their career and advance their skill set. This position may fill up fast so don't delay in contacting us!

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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.**