



is now hiring!

### 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:** \$22.00 to \$25.00 hourly **Employment status:** Contract / Temporary

---

#### Description

You Will:

- ? Be the first point of contact for greeting employees and welcoming visitors to the office
- ? Keep the office stocked with supplies and ensure that all conference rooms are in full working order and straightened after each meeting
- ? Help to keep the front lobby and break room areas clean and orderly, including clearing trash and other items left in open areas and walkways, cleaning and organizing storage areas, and stocking general office supplies. Notifies the Senior Office Manager when supplies are running low and need to be reordered.
- ? Assist the Facilities Manager with small projects and preparing office space for new hires
- ? Be responsible for all deliveries, shipping and receiving into the office as well as coordinating shipments for events, conferences and team summits
- ? Distribute mail and packages to employees or storage areas as appropriate
- ? Assist with placing lunch orders and post-meal cleanup as needed
- ? Assist with planning for in person office functions and virtual employee engagement events
- ? Perform other projects as needed and in collaboration with the Director of People Operations, Senior Office manager or Facilities Manager

---

#### Requirements

You Have:

- ? 1-2 years of experience working in an office environment
- ? A drive to support and assist others
- ? Good oral and written communication skills
- ? Strong customer service skills
- ? Solid organization skills to effectively track and follow through with assigned project

---

-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.**