

Front Desk Receptionist

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: \$19.95 to \$23.10 hourly
Employment status: Contract / Temporary

Description

Robert Half is working with a reputable Property Management company in Pacifica looking for a Front Desk Receptionist to assist with front desk coverage in a upscale complex. Our client has a passion for helping individuals find their next home. They understand complex process of multi-family real estate financing, development, marketing and management. They have over 1,400 employees and their portfolio contains over 400 properties, more than 30,000 residential units, home to over 100,000 California residents. They are well established.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Sitting at the front desk to greet guests and create a welcoming environment.
- Answers main phone line, responds to inquiries, transfers calls or takes detailed messages as necessary.
- Retrieves messages from voicemail in a timely manner and forwards to appropriate personnel.
- Receives, sorts, and routes all incoming and outgoing mail and packages.
- Performs other clerical duties as needed, such as data entry, filing, photocopying and document scanning.
- Work with Excel to track appointments, tours, and call log
- Work with Word to post notices and write e-mails to tenants

Requirements

EDUCATION, TRAINING, AND EXPERIENCE

- Highschool diploma or equivalent required; Bachelor's degree or associate degree preferred
- 1+ years of Administrative or Office Assistant experience preferred
- Demonstrated competency in Microsoft Word and Excel
- Very strong interpersonal skills and the ability to build relationships with co-workers and tenants
- Exceptional organizational skills and attention to detail
- Strong writing skills with an emphasis on visually appealing formatting and presentation of information
- Maintains the utmost discretion in working with sensitive and confidential information

-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.