

Job Train -
Menlo Park
(5924)
To:
Employment
Counselor
Date:
12/04/2023



Robert Half®

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is now hiring!

Registration Program Assistant

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:** \$21.00 to \$24.00 hourly **Employment status:** Contract / Temporary

Description

Non-Profit in need of support in Program Registration. This role requires data entry skills, customer service, and light warehouse/inventory duties. You will work within Client Services and focus on registering clients in need of pantry services.

Duties to include:

- Data entry of name, contact information, etc.
- Looking up client information in database
- Check in (face to face customer service) client - obtain identification, etc.
- Ensure program runs smoothly
- Work with pantry group and assist as needed with loading/unloading items, packing, etc.
- Float to various worksites

Requirements

- This role requires work indoors and outdoors (75%).
- Skills required include customer service, empathy (working with a diverse pool of clients), data entry skills, computer knowledge
- Bilingual in Spanish is highly desired

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