

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: \$23.75 to \$27.50 hourly
Employment status: Contract / Temporary

Description

Robert Half is working with a reputable Tax Firm in San Mateo looking for a temp to hire Front Desk Receptionist. Our client opened it's doors in 2022 and never looked back. They specialize in full service individual and business entity tax compliance and consulting. Their are highly client focused with their clients at the center of their operating model. If you are interested in joining a great company., please find the description below and apply now. We are looking to start someone on January 3rd of 2023. Great opportunity to start of the new year! Apply now.

Job Description

- Greeting Clients and Multi-Line Phone Management
- Preparing financial documents such as invoices and tax filings
- Maintaining files on account receivables and updating records as required.
- Organizing files, invoices, purchase orders and receipts
- Ensuring all calendars are accurate and organized
- Scheduling and organizing meetings and events
- Booking travel arrangements for executives
- Greeting clients and visitors when they arrive at the office
- Ensuring the office remains clean and organized
- Operating and maintaining office equipment such as computers and copiers
- Checking and maintaining office supply inventory, ordering new supplies as needed
- Customer Service attitude meets the needs of those you serve
- Willingness to be a team player & work in a team environment
- Dependability and Independent Motivation

Requirements

Job Requirements

- High School Diploma or equivalent, AA in Accounting preferred.
- Two or more years' experience in the accounting field. (Education and Experience can be combined).
- Strong computer skills and proficiency in MS Office and Outlook.
- A solid understanding of financial processes such as bookkeeping and tax filing. QuickBooks Online experience strongly preferred.
- Excellent verbal and written communication skills.
- Exceptional organizational and time management skills.
- The ability to work on multiple projects simultaneously while maintaining accuracy.
- The ability to collaborate with coworkers, clients, and suppliers.
- Ability to multi-task, prioritize and be flexible with changing business needs in a team environment

-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.

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.