

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: \$21.00 to \$23.00 hourly
Employment status: Contract / Temporary

Description

Robert Half Administrative & Customer Service is the world's leading staffing service specializing in the placement of highly skilled office and administrative support professionals on a contract and contract-to-hire basis. Robert Half is recruiting for Weekend Super Star Front Desk Receptionists!

Robert Half is partnering with a local Non-Profit. who is seeking a customer focused Front Desk Receptionist! This is a Graveyard Shift (11:30pm - 7:30am) on the weekends (Friday into Saturday and Saturday into Sunday)

Location: South San Francisco, CA

Main duties:

- Front desk reception
- Answer phones
- Process packages
- Greet visitors
- Cover breaks and lunches
- Perform data entry
- Distribute mail
- Provide exceptional customer service

Requirements

Requirements:

- 1 or more years of Administrative and/or Customer Service experience
- Excellent verbal and written communication skills
- Ability to multi-task and prioritize work
- Detail oriented
- Basic working knowledge of MS Office products
- Ability to work in a team environment

While working as a contract employee through Robert Half, you will have access to benefits, be eligible for holiday pay and bonus pay, have access to complimentary online tutorials and can participate in our 401K program after 52 consecutive weeks of contract employment.**

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.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/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.