

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 to Hire

Description

You might be the Front Desk Coordinator Robert Half is looking for, if you are well-organized, motivated, and looking to grow your career. The Front Desk Coordinator will oversee the lobby area and ensure a positive experience for all visitors and serve as a creator of positive first impressions. The ideal Front Desk Coordinator will be passionate about providing high quality administrative support and be committed to professionalism. Are you friendly, flexible, and love taking initiative? Then this is just the Front Desk Coordinator opportunity for you. A short-term contract / contract / temporary to permanent employment opportunity, the Front Desk Coordinator role is based in the Mountain View, California region.

Your responsibilities in this role

- Look after special administrative projects, including overflow work from department and executive assistants
- Secure completion of paperwork, sign-in, and security procedures
- Welcome and direct all visitors including vendors, clients, and customers

Requirements

- Ability to effectively interact, verbally and in writing
- Excellent phone etiquette and ability to establish rapport with diverse clientele
- Microsoft Excel experience desired

Are you a goal-oriented, driven, self-starter? Then we want to hear from you! Contact us ASAP - This position will be filled by the end of the week. Advance your career in this amazing position, which offers competitive benefits!

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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.