

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/07/2024



94404  
Foster City, CA, 94404

## 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:** DOE

**Employment status:** Contract / Temporary to Hire

### Description

Robert Half currently has a long-term contract / temporary to hire opening for an articulate, highly-skilled Receptionist in a growing IT Software company. This original and stable company offers a rewarding work environment with fulfilling challenges and is based in the Foster City, California region. Are you a hard worker who can tackle multiple projects at the same time? Then this Receptionist position is for you.

#### Responsibilities

- Perpetuate a number of different office filing processes and offer general office filing support
- Bring a sense of urgency and prioritization skills
- Perpetuate a number of different office filing processes and offer general office filing support
- Oversee and answer all incoming phone calls
- Submit orders for office and kitchen supplies
- Organize, review, and allocate incoming mail according to specified procedures
- Support other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Create a welcoming environment for visitors

### Requirements

- Ability to effectively interact, verbally and in writing
- Strong customer service and office administrative skills
- Incoming phone call management skills required
- Energetic, intelligent, resourceful, solution-oriented, and tech-savvy
- Adeptness in Administrative Assistance
- Foundational knowledge in Microsoft Office
- Demonstrated knowledge of VoIP
- Receptionist Duties experience
- Softphones experience highly desired
- Customer service experience
- General familiarity with Vendor Management
- Deep understanding of Delivers Mail
- Possess strong organizational and follow-up skills
- Be detailed, flexible, and organized
- 5+ years of related experience

This position is available exclusively through Robert Half. Give us a call today! This is an admirable career move for a growth-oriented

Receptionist who is deeply passionate to succeed in their field!

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-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.**