

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/02/2024



95054
Santa Clara, CA, 95054

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: \$18.00 to \$18.50 hourly
Employment status: Contract / Temporary

Description

To be considered for this Receptionist position, apply now with Robert Half. If you are articulate and highly-skilled, you may be the candidate this prominent company is looking for. This position is an excellent opportunity for an ambitious, motivated candidate that can handle working on several projects at once. Offered on a long-term contract / temporary basis, this Receptionist position is a great opportunity for candidates residing in the Santa Clara, California area.

Key responsibilities

- Support other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Maintain various office files and provide general office filing support
- Handle and route all incoming phone calls
- Receive, review, and distribute incoming mail according to specified procedures
- Order office and kitchen supplies
- Greeting visitors
- Perpetuate a number of different office filing processes and offer general office filing support
- Have strong prioritization skills and a sense of urgency

Requirements

- Customer service and office administrative skills-
- Optimistic, creative, resourceful, solution-oriented, and tech-savvy
- Incoming phone call management skills desired
- Attention to detail and demonstrated ability to follow standard procedures is a requirement
- Highly organized and self-motivated
- Excellent communication skills (written and verbal)
- Comprehensive knowledge of navigating basic office equipment and protocols

For immediate consideration, please call Desiree (408) 961-2983

-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.

© 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.