

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 04/28/2024



94303  
Palo Alto, CA, 94303

## 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:** \$23.75 to \$27.50 hourly

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

### Description

This role would be best suited for someone that is capable of handling multiple projects at once and maintain a positive attitude. A position is available for a well-spoken and experienced Receptionist at a developing company Robert Half has partnered with. Sharpen your skill set at a dynamic company while growing your career in this fantastic opportunity. A contract / temporary to hire Receptionist position, offered on a long-term basis, is currently available at a company based in the Palo Alto, California area.

#### Responsibilities

- Create a welcoming environment for visitors
- Manage various office files and provide general office filing support
- Answering all incoming phone calls
- Use strong prioritization skills and a sense of urgency
- Place orders for office and kitchen supplies
- Arrange, review, and distribute incoming mail according to specified procedures
- Look after various office files and provide general office filing support
- Be an asset to other administrative staff with support overflow work, including word processing, data entry and Internet research tasks

### Requirements

- Less than one year of experience handling confidential information
- Excellent telephone etiquette and keyboard skills
- Great written, verbal, and interpersonal skills
- Excellent attention to detail
- Solid understanding of Microsoft Outlook
- Energetic, intelligent, resourceful, solution-oriented, and tech-savvy
- Strong customer service and office administrative skills
- Strong organization skills

This career opportunity is available only through Robert Half. Contact us today- this is an exceptional opportunity that offers career growth for a driven and passionate Receptionist.

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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.**