

## 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:** \$18.05 to \$20.90 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is looking for an entry-level candidate for a front desk at a brand new Senior Center in Burlingame California. No experience required! Our client is looking for a customer focused, compassionate candidate who can interact with their tenants and lend a friendly ear. If you have worked at a front desk prior, that is a plus! If interested, please apply immediately! This job can start tomorrow. If interested, Apply Now. This role will not be available for long.

#### Job Duties:

- A. Operates multi-positioned telephone switchboard to relay incoming, outgoing and inner-office calls, and performs other tasks related to communication.
- B. Greets visitors, determines their needs, and contacts the proper person.
- C. Answers general questions and gives general information to those visiting
- D. Performs a variety of other clerical duties, depending upon project assigned, such as: posting data from one record to another, typing reports, sorting and distributing mail and phone messages, and other related clerical duties.
- E. Schedules and coordinates tele-conference calls.
- F. Sorts and distributes mail and other inter-office materials necessary for facility operations.
- G. Schedules and coordinates room calendars.

### Requirements

#### Education:

High school or equivalent G.E.D., including courses in typing required.

#### Training and Experience:

Experience as a receptionist with public contact desirable.  
Experience with PC and related software preferred.

#### Job Knowledge:

Knowledge of telephone etiquette, interpersonal communication, typing formats for correspondence and documents, calendaring and filing.

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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.**