

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



95131
San Jose, CA, 95131

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: \$19.95 to \$23.10 hourly
Employment status: Contract / Temporary

Description

You might be right for this job if you are a positive self-starter, and are eager to thrive in a dynamic environment! If you are friendly, flexible, and love taking initiative, this Front Desk Coordinator position might be right for you! Robert Half is looking for candidates who are well-organized and motivated. If you are deeply passionate about providing high quality administrative support, you could become a key player leading the lobby area at this growing firm. This Front Desk Coordinator vacancy is based in the San Jose, California area and is a short-term contract / temporary opportunity.

Key responsibilities

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

Requirements

- Comprehensive knowledge of customer service
- Proficiency in data entry
- Filing experience preferred
- Incoming phone call management skills required
- Excellent written, verbal and social communication skills highly desired

If you are a proactive and goal-oriented self-starter, we have an amazing opportunity for you! Contact us ASAP - This position will be filled by the end of the week. This employment opening offers great benefits with the opportunity to grow your career!

-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.

