

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/27/2024



94080

South San Francisco, CA, 94080

## 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:** \$24.00 to \$25.00 hourly

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

### Description

Are you a positive self-starter, who is eager to thrive in a dynamic environment? There is an opening for a well-organized and motivated Front Desk Coordinator in the Construction industry, and Robert Half is looking for candidates who are friendly, flexible, and love taking initiative. Candidates interested in becoming a key player leading the lobby area at this growing firm could have that opportunity, if they are deeply passionate about providing high quality administrative support. This could be the job for you, if you're looking for long-term contract / temporary to hire work as a Front Desk Coordinator in the South San Francisco, California area.

How you will make an impact

- Receive and direct all visitors including vendors, clients, and customers
- Answer phones
- Sort mail

### Requirements

- Microsoft Word experience preferred
- Proficiency in Microsoft Outlook
- Microsoft Teams experience highly desired
- Solid understanding of Answering Inbound Calls
- Microsoft Excel experience required
- Adeptness in Sort Incoming Mail
- 1 or more years of experience handling multi-line phone systems
- Excellent verbal and written communication skills

If you are an efficient and goal-oriented self-starter, we want to hear from you! Begin your career by contacting us today as this position will be filled by the end of the week! Grow your career with excellent benefits in this amazing employment opportunity!

-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.**