

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/04/2024



94403  
San Mateo, CA, 94403

## 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:** \$22.00 to \$23.00 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

Overnight Receptionist needed for the 11pm - 7am shift at an Assisted Living Facility in Foster City!!!

This Receptionist position may be a great opportunity for you! Apply now with Robert Half. This influential and innovative company is seeking a candidate who is well-spoken and highly-skilled. The optimal candidate would be a driven self-starter with excellent multitasking skills. This contract / temporary to hire Receptionist position is a great opportunity for candidates looking for long-term employment in the Foster City, California area.

#### Your responsibilities

- Route all incoming phone calls to the appropriate individuals
- Aid other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Employ strong prioritization skills and a sense of urgency
- Oversee various office files and provide general office filing support
- Create a fantastic first impression for visitors
- Arrange, review, and distribute incoming mail according to specified procedures
- Submit orders for office and kitchen supplies
- Oversee various office files and provide general office filing support

### Requirements

- Excellent phone etiquette and ability to establish rapport with diverse clientele
- Be detailed, flexible, and organized
- Customer service and office administrative skills
- Strong organization skills
- Energetic, intelligent, resourceful, solution-oriented, and tech-savvy
- Proficiency in Direct Guests
- Answering Inbound Calls experience highly desired
- Receptionist Duties experience
- Receptionist Duties experience preferred

- Foundational knowledge in Assist Guests
- Ability to effectively interact, verbally and in writing

This position is offered exclusively through Robert Half. This an excellent opportunity for a Receptionist seeking a position with plenty of career growth opportunities. If you are a passionate and hard-working candidate, this opening may be ideal for you! Contact us now!

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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.**