



is now hiring!

## 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

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### 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

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### 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 is 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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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.

