

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/13/2024



94080
South San Francisco, CA, 94080

Weekend 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: \$23.00 to \$25.00 hourly
Employment status: Contract / Temporary

Description

Do you enjoy working with your community and making a change? Join our Non Profit client! Robert Half is the world's leading staffing service specializing in the placement of highly skilled office and administrative support professionals on a temporary and temporary-to-hire basis. This is an immediate contract role that starts quickly - apply today! This is a 3-6 month opportunity with possibilities to extend on the contract/temporary engagement. This is a swing shift schedule: Saturdays and Sundays, 3:30pm - Midnight

Main duties:

- Front desk reception
- Answer phones
- Process packages
- Greet visitors
- Cover breaks and lunches
- Distribute mailings
- Provide exceptional customer service

Requirements

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- 0-6 months+ of Customer Service experience
- Excellent verbal and written communication skills
- Ability to multi-task and prioritize work
- Detail oriented
- Ability to work in a team environment

This career opportunity is available solely through Robert Half. Contact us today about a magnificent Receptionist opening that offers career growth.

-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.

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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.

