

## 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:** \$20.90 to \$24.20 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

We currently have a long-term contract / temporary to hire opening for an intelligent, highly-skilled Receptionist in a growing company. This original and stable company offers a rewarding work environment with fulfilling challenges and is based in the Palo Alto, California region. Are you a hard worker who can tackle multiple projects at the same time while keeping a smile? Then this Receptionist position is the opportunity for you.

What you get to do every single day

- Receive, review, and distribute incoming mail according to specified procedures
- Maintain various office files and provide general office filing support
- Handle and route all incoming phone calls
- Put in orders for office and kitchen supplies
- Create a fantastic first impression for visitors
- Help out 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
- Manage various office files and provide general office filing support

### Requirements

- Microsoft Excel experience
- Strong time management and organizational skills
- Customer service and office administrative skills
- Great attention to detail
- 1+ years of related experience
- Optimistic, perceptive, resourceful, solution-oriented, and tech-savvy
- Strong communication and social skills and able to receive criticism well
- Excellent telephone etiquette and keyboard skills

This career opportunity is available entirely through Robert Half. Contact us today- this is an excellent career opportunity for a growth-oriented Receptionist who is deeply passionate to succeed!

-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.**