

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



95125

San Jose, CA, 95125

## Receptionist - CA

**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:** \$19.00 to \$21.00 hourly  
**Employment status:** Contract / Temporary

### Description

This Receptionist position may be a great fit for you! Apply now with Robert Half. This progressive and inventive company is looking for applicants that are highly-skilled and articulate. The ideal candidate for this position is a motivated self-starter, who can handle multiple projects at once with a smile. Offered on a long-term contract / temporary basis, this Receptionist position is a great opportunity for candidates residing in the San Jose, California area.

#### Major responsibilities

- Have strong prioritization skills and a sense of urgency
- Look after various office files and provide general office filing support
- Order office and kitchen supplies
- Arrange, review, and distribute incoming mail according to specified procedures
- Create a welcoming environment for visitors
- Manage various office files and provide general office filing support
- Oversee and answer all incoming phone calls
- Support other administrative staff with support overflow work, including word processing, data entry and Internet research tasks

### Requirements

- High attention to detail
- 1 or more years of experience handling multi-line phone systems
- Optimistic, perceptive, resourceful, solution-oriented, and tech-savvy
- Excellent verbal, written, and social skills
- Customer service and office administrative skills
- Possess strong organizational and follow-up skills
- navigating basic office equipment and protocols experience desired

For immediate consideration, please call or text Desiree (408) 961-2983

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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.**