

## 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:** \$20.00 to \$24.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is partnering with an established Professional Services company to fulfill their Receptionist Administrative Assistant role. This will be temporary to hire role. You will report to Human Resources and support the office.

### Main duties:

- Handle all front office needs (phones, meet/greet visitors, vendors, clients)
- Assist with catering needs as requested
- Support Human Resources and Finance with ad hoc projects
- Ordering office supplies
- Stocking kitchen, maintaining cleanliness, catering requests
- Handling office mailings
- Event planning as needed

### Requirements

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- 6+ months or more of related work experience. Detail oriented.
- Accountable, accurate, organized and disciplined
- Able to multi-task
- Excellent verbal and written communication
- Able to submit ideas for events and office gatherings

While working as a contract employee through Office Team, you will have access to benefits, be eligible for holiday pay and bonus pay, have access to complimentary online tutorials and can participate in our 401K program.

-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.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

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.**