

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/19/2024



95110  
San Jose, CA, 95110

## Front Desk Coordinator

**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:** \$19.95 to \$23.10 hourly  
**Employment status:** Contract / Temporary

### Description

The ideal candidate for this position is a positive self-starter, and are eager to thrive in a dynamic environment. Robert Half is looking for a Front Desk Coordinator. If you're well-organized and motivated, as well as friendly, flexible, and comfortable taking initiative, you might be a good fit. A growing firm is looking for someone deeply passionate about providing high quality administrative support, to become a key player leading their lobby area. This could be the job for you, if you're looking for short-term contract / temporary work as a Front Desk Coordinator in the San Jose, California area.

#### Major responsibilities

- Meet and direct all visitors including vendors, clients, and customers
- Oversee special administrative projects, including overflow work from department and executive assistants
- Certify completion of paperwork, sign-in, and security procedures

### Requirements

- Incoming phone call management skills desired
- Excellent oral and written communications skills
- Microsoft Office experience

Are you a driven individual that possesses a lot of initiative? Contact us today about an amazing opportunity that may be of interest to you. Begin your career by contacting us today as this position will be filled by the end of the week! This is an amazing opportunity that will allow you to grow your skills with excellent benefits!

-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.**