



is now hiring!

Receptionist	
<b>Benefits:</b> 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.	<b>Salary range:</b> DOE <b>Employment status:</b> Contract / Temporary
<b>Description</b>	
<p>We currently have a long-term contract / temporary opening for an intelligent, highly-skilled Receptionist in a growing company. This established and recognized company offers a hands-on work environment with fulfilling challenges and is based in the Redwood City, California region. Are you a dedicated professional who can take on more than one assignment at a time? Then this Receptionist position is the opportunity for you.</p>	
<b>Major responsibilities</b>	
<ul style="list-style-type: none"><li>- Manage various office files and provide general office filing support</li><li>- Look after various office files and provide general office filing support</li><li>- Place orders for office and kitchen supplies</li><li>- Create a welcoming environment for visitors</li><li>- Help out other administrative staff with support overflow work, including word processing, data entry and Internet research tasks</li><li>- Catalog, review, and dole out incoming mail according to specified procedures</li><li>- Answering all incoming phone calls</li><li>- Bring a sense of urgency and prioritization skills</li></ul>	
<b>Requirements</b>	
<ul style="list-style-type: none"><li>- Optimistic, creative, resourceful, solution-oriented, and tech-savvy</li><li>- Excellent verbal and written communication skills</li><li>- 1+ years of related experience</li><li>- Possess strong organizational and follow-up skills</li><li>- Excellent customer service and office administrative skills</li><li>- Attention to detail and ability to follow standard procedures is a requirement</li><li>- Proficiency in Certified Mail</li><li>- Administrative Assistance experience preferred</li><li>- Receptionist Duties experience</li><li>- Command of customer service</li><li>- Excellent phone etiquette and ability to establish rapport with diverse clientele</li></ul>	
<p>This career opportunity is available entirely through Robert Half. Give us a call today! This is an admirable career move for a growth-oriented Receptionist who is deeply passionate to succeed in their field!</p>	
<p>-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.</p> <p>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. <a href="#">Download the Robert Half app</a> and get 1-tap apply, instant notifications for AI-matched jobs, and more.</p> <p>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 <a href="https://roberthalf.gobenefits.net/">https://roberthalf.gobenefits.net/</a> for more information.</p> <p>© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to <a href="#">Robert Half's Terms of Use</a>.</p>	
<p><a href="#">Apply Here For Job Posting</a></p>	

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**