

Executive Assistant

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: \$22.80 to \$26.40 hourly
Employment status: Contract / Temporary

Description

Are you looking for work as a Front Desk Coordinator? You could become a key player leading the lobby area at this growing firm! Robert Half has an opening for candidates who are well-organized and motivated, and who are deeply passionate about providing high quality administrative support. Are you a motivated and friendly individual that loves taking initiative? Don't hesitate to contact us! Are you looking for a long-term contract / temporary Front Desk Coordinator opportunity? This position in the Palo Alto, California area might be ideal for you!

Key responsibilities

- Receive and direct all visitors including vendors, clients, and customers
- Be responsible for special administrative projects, including overflow work from department and executive assistants
- Secure completion of paperwork, sign-in, and security procedures

Requirements

- Excellent telephone etiquette and keyboard skills
- Microsoft Outlook experience desired
- Experience with Schedule Appointments
- Adeptness in conference room setup & cleanup
- Coordinating Schedules experience preferred
- Knowledge of ordering office supplies and equipment
- Catering experience
- Ability to communicate verbally and in writing effectively throughout all levels of the company

If you are a proactive and goal-oriented self-starter, we have an amazing opportunity for you! Contact us ASAP - This position will be filled by the end of the week. This is a great opportunity to grow your career 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.