

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: \$24.00 to \$24.00 hourly
Employment status: Contract / Temporary to Hire

Description

Part Time Front Desk Coordinator Needed Tuesday-Thursday 8am-430pm in San Mateo!

Become a vital player at a growing firm based in the Hi Tech Engineering field as a Front Desk Coordinator. Robert Half is looking for candidates who are well-organized and motivated, and who are deeply passionate about providing high quality administrative support. We are currently looking for a friendly individual with flexible availability that loves taking initiative. If this sounds like you, please don't hesitate to contact us! If you're looking for long-term contract / temporary to hire work, this Front Desk Coordinator vacancy in the San Mateo, California area might be right for you!

How you will make an impact

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

Requirements

- Excellent oral and written communication skills
- Solid understanding of Receptionist Duties
- Knowledge of ordering office supplies and equipment
- Scheduling experience
- Assist Guests experience
- 1 or more years of experience handling multi-line phone systems

If you are an efficient and goal-oriented self-starter, we want to hear from you! This position will be staffed by the end of the week so don't hesitate in contacting us to begin your career. This job opportunity is a great chance to grow your career and offers competitive 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.

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.