



is now hiring!

### 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:** \$20.90 to \$24.20 hourly  
**Employment status:** Contract / Temporary to Hire

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**Description**

There is an opportunity at Robert Half for a well-organized and motivated Front Desk Coordinator who is looking to grow their career. The Front Desk Coordinator will manage the lobby area and provide positive first impressions along with welcoming guests. The ideal Front Desk Coordinator will be passionate about providing high quality administrative support and be committed to professionalism. Are you outgoing, friendly, and flexible? Then we have the Front Desk Coordinator opportunity for you. A short-term contract / temporary to hire employment opportunity, the Front Desk Coordinator role is based in the Sunnyvale, California region.

What you get to do every day

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

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**Requirements**

- Excellent verbal and written communication skills
- Google Suite experience
- Command of customer service
- 2+ years of experience
- Excellent phone etiquette and ability to establish rapport with diverse clientele

Contact us today if you are an efficient, goal-oriented self-starter. We have an amazing opportunity! This opportunity will be filled by the end of the week so don't delay in contacting us to begin your career! Advance your skillset in this amazing employment opportunity that offers growth and excellent benefits!

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-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.**