

## Receptionist & Intake

**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:** \$25.00 to \$25.00 hourly  
**Employment status:** Contract / Temporary

### Description

Our non-profit client in San Mateo needs a receptionist to work 330pm - Midnight Monday - Friday (Swing Shift)

If you are a motivated self-starter who can handle multiple projects at once with a smile, you may be the candidate this position requires. A position is available for a well-spoken and experienced Receptionist at a developing company Robert Half has partnered with. This position is with a company that has been constantly noted as an incredible company to work for by past employees and provides the applicant with an excellent opportunity to further their career and sharpen their skills. A company in the South San Francisco, California area is seeking a Receptionist for a long-term contract / temporary position.

Your responsibilities in this role

- Route all incoming phone calls to the appropriate individuals
- Structure, filter, and hand out incoming mail according to specified procedures
- Greeting visitors
- Manage various office files and provide general office filing support
- Maintain various office files and provide general office filing support
- Put in orders for office and kitchen supplies
- Use strong prioritization skills and a sense of urgency
- Aid other administrative staff with support overflow work, including word processing, data entry and Internet research tasks

### Requirements

- Be detailed, flexible, and organized
- Solid understanding of Inbound Telephone Calls
- Possess strong organizational and follow-up skills
- Incoming phone call management skills required
- Strong communication and interpersonal skills
- Confident, quick-witted, resourceful, solution-oriented and tech-savvy
- Strong customer service and office administrative skills

This career opportunity is available exclusively through Robert Half. This an excellent opportunity for a Receptionist seeking a position with plenty of career growth opportunities. If you are a passionate and hard-working candidate, this opening may be ideal for you! Contact us now!

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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.**