

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

Description

Part Time Front Desk Coordinator Needed ASAP!

Assist customers, patients, and clients at a growing firm in the Hi Tech Engineering industry as a Front Desk Coordinator. If you are well-organized, motivated, and driven to provide exceptional administrative support, then Robert Half has an opportunity that may interest you. Are you a motivated and friendly individual that loves taking initiative? Don't hesitate to contact us! Are you looking for a Front Desk Coordinator opportunity in the San Mateo, California area? This short-term contract / temporary vacancy could be ideal for you!

Key responsibilities

- Receive and direct all visitors including vendors, clients, and customers
- Look after special administrative projects, including overflow work from department and executive assistants
- Ensure completion of paperwork, sign-in, and security procedures

Requirements

- Answering Inbound Calls experience
- Email Correspondence experience preferred
- Excellent written/verbal communication and organizational skills
- Excellent telephone etiquette and keyboard skills

Are you a goal-oriented, driven, self-starter? Then we want to hear from you! We are looking to have this position filled by the end of the week so don't delay in starting your career - Contact us now! This is an amazing opportunity that will allow you to grow your skills 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.