

## Front Desk Receptionist

**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:** \$20.00 to \$25.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is looking for a Front Desk Receptionist needed for a very busy front desk in Fremont. This role provides the first impression our customer has of the company. It requires a customer-centric, detailed person. This is a great opportunity for someone interested in learning and growing with the company. We are looking for someone who is technology savvy, with solid proficiency in MS Word and Excel is mandatory.. This is a temporary role with long term potential.

### Responsibilities:

- Comprehensive knowledge of customer service
- Answering high-volume phone calls
- Greeting office visitors, vendors, clients, and customers
- Ordering office supplies and catering needs
- Maintaining office calendars, Microsoft Office, Microsoft Outlook, Google Calendar

### Requirements

#### Requirements

- 1+ years of experience in an administrative position
- Excellent written/verbal communication and organizational skills
- Warm welcoming personality and ability to multitask

-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.

© 2022 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**