

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/05/2024



94536  
Fremont, CA, 94536

## 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:** \$19.00 to \$25.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is looking for a **Receptionist** for a fast-paced company 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 MSWord and Excel.

### Responsibilities:

- Provide general administrative and clerical support.
- Greet and welcome patients, clients, and other visitors with a friendly and positive demeanor.
- Answer telephone calls and take messages or forward calls.
- Check visitors in and direct or escort them to specific destinations;
- Inform other employees of visitors' arrivals and cancellations.
- Maintain visitor sign-in log.
- Handle incoming and outgoing mail
- Schedule appointments and maintain meeting room bookings.
- Maintain and tidy the reception area.
- Perform other duties as assigned

### Requirements

#### Requirements:

- 2 years of office experience and 2 years Customer service experience
- Knowledge of MS Word and MS Excel
- Dependable/Punctual Strong Communication
- Outgoing personality, customer-friendly and service-oriented
- Excellent written and verbal communication skills
- High level of integrity and dependability

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

