

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

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- 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

-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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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.

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