

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: \$21.85 to \$25.30 hourly
Employment status: Contract / Temporary

Description

This position is for someone who is a positive self-starter, and are eager to thrive in a dynamic environment. There is an opening with Robert Half for a Front Desk Coordinator. If you're well-organized and motivated, as well as friendly, flexible, and comfortable taking initiative, you might be a good fit. Candidates interested in becoming a key player leading the lobby area at this growing firm could have that opportunity, if they are deeply passionate about providing high quality administrative support. If you're looking for work as a Front Desk Coordinator in the Portola Valley, California area, this short-term contract / temporary vacancy might be what you're looking for!

Responsibilities

- Be responsible for special administrative projects, including overflow work from department and executive assistants
- Secure completion of paperwork, sign-in, and security procedures
- Welcome and direct all visitors including vendors, clients, and customers

Requirements

- Excellent written, verbal and social communication skills
- Senior Housing experience preferred
- Solid understanding of Receptionist Duties
- Incoming phone call management skills required

Contact us today if you are an efficient, goal-oriented self-starter. We have an amazing opportunity! This opportunity will be filled by the end of the week so don't delay in contacting us to begin your career! 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.

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.

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.

