

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: \$23.75 to \$27.50 hourly
Employment status: Contract / Temporary

Description

Would you describe yourself as a motivated self-starter who can handle multiple projects at once with a smile? A Receptionist position has become available at a developing Financial Services company that Robert Half has partnered with. This position is with a company that has been constantly noted as an incredible company to work for by past employees and provides the applicant with an excellent opportunity to further their career and sharpen their skills. A short-term contract / temporary Receptionist position has become available at a company located in the Foster City, California area.

Your responsibilities

- Use strong prioritization skills and a sense of urgency
- Help out other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Oversee various office files and provide general office filing support
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- Welcoming visitors
- Catalog, review, and dole out incoming mail according to specified procedures
- Place orders for office and kitchen supplies
- Handle and route all incoming phone calls

Requirements

- Attention to detail and proven ability to follow standard procedures is a requirement
- Energetic, intelligent, resourceful, solution-oriented, and tech-savvy
- Strong customer service and office administrative skills
- Strong communication and interpersonal skills (verbal, written, and listening)
- Possess strong organizational and follow-up skills
- 1 or more years of experience handling multi-line phone systems
- Answering Inbound Calls experience desired

This career opportunity is available solely through Robert Half. Are you a passionate Receptionist that is growth-focused? Contact us today to be considered for this amazing growth-oriented opportunity.

-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.