

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/18/2024



94402  
Belmont, CA, 94402

## 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:** \$16.15 to \$18.70 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is looking for help with a one-day receptionist position in Belmont. The position is for Friday, March 17th, 9 – 5. If you are interested in short term assignment, Robert Half is your employer. We often get short term coverages from one day to one week. With our flexible staffing solutions, candidate can gain work exposure working with a variety of companies. If interested in short term work, apply now!

### Requirements

- Customer service and office administrative skills
- Optimistic, perceptive, resourceful, solution-oriented, and tech-savvy
- Navigating basic office equipment and protocols experience desired
- Sound written and verbal communication skills
- Excellent telephone etiquette and keyboard skills
- Attention to detail and ability to follow standard procedures is a requirement

-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.

© 2023 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.**