

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



95035
Milpitas, CA, 95035

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: \$19.95 to \$23.10 hourly
Employment status: Contract / Temporary

Description

Advance your career as a Receptionist in this excellent job opportunity through Robert Half. This influential and innovative company is seeking a candidate for a temporary position in Milpitas, CA. This position will not be open for long so apply today! If you are looking to get your foot in the door, this is for you!

Your responsibilities in this role

- Greeting visitors
- Manage incoming phone calls and direct them to the appropriate point of contact
- Support GM with clerical duties and reception
- Other duties assigned

Requirements

Requirements:

- Positive attitude a MUST!
- Excellent communication skills (written and verbal)
- Eager to grow, willing to learn
- Customer service experience 6+ months

This position is not open for much longer and can start immediately. Apply today! Robert Half offers full benefits such as 401k, medical, dental, vision, etc.

-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.