

## 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:** \$23.00 to \$25.00 hourly  
**Employment status:** Contract / Temporary

### Description

Robert Half is working on a on-going receptionist opportunity in Redwood City for a well established lighting company that has had it's doors open for almost 50 years! Our client has an extensive inventory of high-quality lighting products with a 10,000 square foot showroom. With over 2,000 products on display from over 100 manufacturers, our client can help you find any lighting fixture you need.

This position can start immediately after an interview. We are looking to have someone start this week potentially. Please see the details below. If interested apply now! This is truly going to be a first come first serve job opening. The first qualified candidate will more than likely be the one to land the opportunity, Do not wait, apply now.

### Responsibilities

- Create a fantastic first impression for visitors
- Answering all incoming phone calls and greeting guests
- Assist 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
- Receive, review, and distribute incoming mail according to specified procedures
- Manage various office files and provide general office filing support

### Requirements

#### Qualifications:

- Possess strong organizational and follow-up skills
- Attentive, ability to work independently and prioritize tasks
- Great written, verbal, and interpersonal skills
- Energetic, intelligent, resourceful, solution-oriented, and tech-savvy
- Excellent customer service and office administrative skills
- Comprehensive knowledge of Answering Inbound Calls
- Knowledge of Customer Quotes
- Foundational knowledge in Microsoft Word

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.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/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.**