

Front Desk Administrative Assistant

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: \$28.50 to \$33.00 hourly
Employment status: Contract / Temporary

Description

A growing firm is looking for a Front Desk Coordinator to become a key player leading their lobby area. Are you passionate about providing high quality administrative support? Robert Half is looking for candidates who are well-organized and motivated to fill an open position. We are currently looking for a friendly individual with flexible availability that loves taking initiative. If this sounds like you, please don't hesitate to contact us! Are you looking for a short-term contract / temporary Front Desk Coordinator opportunity? This position in the Menlo Park, California area might be ideal for you!

What you get to do every day

- Look after special administrative projects, including overflow work from department and executive assistants
- Certify completion of paperwork, sign-in, and security procedures
- Greet and direct all visitors including vendors, clients, and customers

Requirements

- Excellent telephone etiquette and keyboard skills
- Comprehensive knowledge of Applicant Track System
- Deep understanding of Coordinating Appointments
- Well-founded grasp of Coordinating Schedules
- Proven knowledge of Coordinating Appointments
- Command of Administrative Office
- Coordinating Events experience highly desired
- Foundational knowledge in Coordinating Events
- Ability to effectively interact, verbally and in writing

If you consider yourself a determined self-starter then we want to hear from you! This opportunity will be filled by the end of the week so don't delay in contacting us to begin your career! Grow your career with excellent benefits in this amazing employment 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.

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.