

The SOFEI Group, Inc. (4723)
To: Employment Counselor
Date: 10/18/2024



22101
McLean, VA, 22101

On Call 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: \$17.00 to \$17.00 hourly
Employment status: Contract / Temporary

Description

This Receptionist position might be right for you! Apply now with Robert Half. If you are articulate and highly skilled, you may be the candidate this prominent company is looking for. This position will be a great fit for someone who is a motivated self-starter that can handle multiple projects at once with a smile. This short-term contract / temporary Receptionist position is a terrific opportunity and is based in the McLean, Virginia area.

Requirements

Your responsibilities in this role

- Handle and route all incoming phone calls
- Submit orders for office and kitchen supplies
- Manage various office files and provide general office filing support
- Oversee various office files and provide general office filing support
- Be an asset to other administrative staff with support overflow work, including word processing, data entry and Internet research tasks
- Receive, review, and distribute incoming mail according to specified procedures
- Create a welcoming environment for visitors
- Wield strong prioritization skills and a sense of urgency

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