

Receptionist, Menlo Park, CA (full-time, onsite)

Do you have experience as the first point of contact for a company?

Are you skilled at representing a company's culture?

Are you energetic and enthusiastic, and enjoy working as part of a team?

If so, this job may be a great fit for you.

Come join a well-established, fast-paced, successful venture capital firm!

Job Requirements:

We are seeking candidates with over 2 years of Front Office Receptionist experience in a professional environment and proficiency in Microsoft Office.

Responsibilities:

- Order supplies and lunches. Lunch orders are daily for up to 30+ people and require a strong attention to detail and proactiveness.
- Stock the kitchen and supply room.
- Schedule conference rooms.
- Assist team members as required.
- Review conference room calendars each morning for incoming executives and potential conflicts.
- Answer the main phone line and forward calls to the appropriate executive assistant (EA).
- Greet guests, offer refreshments, and coordinate with the person the guest is visiting or the appropriate EA.
- Sort incoming and outgoing mail and deliver it to the appropriate EA.
- Clean up after meetings and maintain whiteboards.
- Maintain conference rooms.
- Collect cups from conference rooms and offices, load and start the dishwasher.
- Take outgoing mail and drop it off.
- Check supplies periodically, at least once per week, and order as necessary.
- Assist with events, Board meetings, and conferences held in the office.

\$32-36.00 per hour depending on experience plus outstanding benefits, bonus potential, profit-sharing and more!