

Temporary Workplace Coordinator, San Francisco, CA

Type: Temporary | In-Person, Monday-Friday | 8:30am-5:00pm
\$40-50.00 per hour depending on experience.

Our client is a San Francisco–based venture capital firm. Their team operates in a fast-paced, collaborative environment, taking pride in maintaining an office culture that is welcoming, polished, and highly functional.

Position Summary:

They are seeking a highly organized, proactive, and personable temporary **Workplace Coordinator** to step in and support our team during a busy time of year. This individual will play a key role in creating a seamless and professional experience for guests and team members alike, while supporting the overall functionality and flow of the office.

The Front Desk Attendant will report directly to the Office Manager and will work closely with the broader Administrative & Founder Experience team to ensure everything runs smoothly behind the scenes.

Key Responsibilities:

- Greet all visitors with a warm, polished, and professional demeanor
- Manage the front desk and reception area, ensuring it's tidy, organized, and representative of our brand
- Coordinate daily team lunch orders (individual group orders or catering orders) and handle delivery logistics
- Monitor, restock, and proactively manage kitchen and office inventory (snacks, beverages, supplies, etc.)
- Support day-to-day office upkeep, including common areas, kitchen, and conference rooms
- Set up, seat, and break down in-office meetings, including refreshments and tech setup, as needed
- Liaise with building management and external vendors for maintenance and facility requests, as needed
- Manage incoming mail, packages, and deliveries, ensuring timely communication and distribution
- Provide hands-on support for office events, team activities, and ad-hoc projects
- Anticipate needs and stay one step ahead—proactively identify opportunities to improve the daily office experience

Qualifications:

- 1–2 years of experience in a front desk, office coordinator, hospitality, or related role
- Strong interpersonal skills with a friendly, can-do attitude and polished presence
- Naturally proactive and solution-oriented—you take initiative without waiting to be asked
- Excellent time management and organizational skills, with the ability to juggle multiple priorities
- Tech-savvy and comfortable using tools like Google Workspace, Slack, Zoom, and scheduling platforms
- A team player who thrives in a fast-paced environment and takes pride in keeping things running smoothly
- Ability to lift up to 25 lbs and move throughout the office during the day