

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/18/2024



94024  
Los Altos, CA, CA, 94024

## Front Desk Coordinator

**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:** \$22.00 to \$25.00 hourly  
**Employment status:** Contract / Temporary

### Description

You Will:

- ? Be the first point of contact for greeting employees and welcoming visitors to the office
- ? Keep the office stocked with supplies and ensure that all conference rooms are in full working order and straightened after each meeting
- ? Help to keep the front lobby and break room areas clean and orderly, including clearing trash and other items left in open areas and walkways, cleaning and organizing storage areas, and stocking general office supplies. Notifies the Senior Office Manager when supplies are running low and need to be reordered.
- ? Assist the Facilities Manager with small projects and preparing office space for new hires
- ? Be responsible for all deliveries, shipping and receiving into the office as well as coordinating shipments for events, conferences and team summits
- ? Distribute mail and packages to employees or storage areas as appropriate
- ? Assist with placing lunch orders and post-meal cleanup as needed
- ? Assist with planning for in person office functions and virtual employee engagement events
- ? Perform other projects as needed and in collaboration with the Director of People Operations, Senior Office manager or Facilities Manager

### Requirements

You Have:

- ? 1-2 years of experience working in an office environment
- ? A drive to support and assist others
- ? Good oral and written communication skills
- ? Strong customer service skills
- ? Solid organization skills to effectively track and follow through with assigned project

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