

Receptionist – temp to possible permanent – available immediately!

Location: Santa Clara, CA (onsite)

About the Role We are seeking a Receptionist to serve as the first point of contact for our office. This is not a passive front desk position. The person in this seat manages access, exercises judgment about who and what reaches our team, and keeps the front of house running without needing to be asked twice.

The right candidate is composed and personable with visitors, precise details, comfortable with technology, and willing to hold a line politely but firmly.

Responsibilities

- Greet visitors, clients, and candidates; manage sign-in, badging, and escort procedures
- Screen incoming calls, emails, deliveries, and walk-ins; route what belongs and decline what does not
- Enforce visitor, security, and confidentiality protocols consistently and without exception
- Manage conference room scheduling, setup, and turnover
- Administer front-desk technology: visitor management systems, badge/access software, phone systems, calendaring, video conference setup and basic troubleshooting
- Coordinate couriers, mail, and vendor access
- Maintain supply inventory, ordering, and front-of-house appearance
- Provide administrative support to leadership and teams as capacity allows
- Identify recurring friction points and propose fixes rather than routing them upward

Qualifications

- 2+ years in reception, front office, hospitality, or a comparable client-facing role
- Strong verbal and written communication; professional presence with senior stakeholders and external guests
- Demonstrated comfort with technology — proficient in Microsoft 365, able to learn new platforms quickly and troubleshoot common issues independently

- Sound judgment and discretion with confidential information
- Proven ability to say no diplomatically and hold a policy under pressure
- Track record of taking ownership without close supervision
- Reliable attendance and punctuality; this role requires consistent on-site presence during business hours

What We're Looking For

- **Serious-minded.** You treat the desk as a position of responsibility, not a waiting room.
- **Socially adept.** You read a room, put people at ease, and remain gracious under pressure.
- **Technically capable.** You solve the projector, the badge reader, and the calendar conflict yourself.
- **A capable gatekeeper.** You protect the team's time and the building's security, and you are comfortable being the person who says "not today."
- **Self-directed.** You notice what needs doing before it becomes a problem.

The role will be **in office Monday - Friday 8-5pm.**

Salary range: 75-85k year + OT & Bonus potential up to 15% for permanent employees (hourly equivalent for temporary employees with no benefits or bonus during temporary portion)