



**Staff Talent. Build Solutions. Engage Community.**

## Job Description

**Job Title:** Front Desk Receptionist  
**Location:** San Jose, CA  
**Pay Range:** \$19 - \$23

We are seeking to hire an experienced Receptionist to join the SlingShot team. If you're a passionate self-starter, SlingShot ConnectionS is a great company for you. Take your Shot today!

### Essential Duties and Responsibilities:

- Answer and direct phone calls in a polite and friendly manner
- Welcome visitors in a warm and friendly manner, and answer any questions visitors have
- Maintain reception area and all common areas in a clean and tidy manner at all times
- Operate standard office equipment on a regular basis, including a fax machine, a copy machine, and a computer
- Assist with data entry
- Keep detailed and accurate records of visitor requests and of calls received
- Welcome candidates & clients to our offices
- Receive deliveries; sort and distribute incoming mail
- Take inventory of supplies and restock as needed
- Maintain the general office filing system
- May assist the recruiting team with recruiting tasks

### Minimum Qualifications and Experience:

- High school diploma or general education degree (GED) required
- 2-3 years of relevant experience in an office environment
- Proficient in Microsoft Office
- Able to type 35 wpm minimum
- Strong phone skills
- Demonstrated ability to read, write, and speak English
- Comfortable multi-tasking and prioritizing tasks without guidance
- Excellent interpersonal skills
- Punctual with strong attendance history