EMPLOYER JOB ORDER FORM

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Receptionist</td>
<td>18487</td>
<td>04/01/2020</td>
<td>San Jose</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>$16 - $DOE</td>
<td>Monday - Friday</td>
<td>Morning &amp; Afternoon Shifts</td>
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</tbody>
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REQUIRED FOR POSITION
Fingerprints, Drug Screen, Background Check

REQUIRED EDUCATION
High School Diploma/GED

JOB DESCRIPTION
General Statement of Job:

The Receptionist will work alongside a well-selected team of professionals in a fast-paced environment. Duties include but are not limited to; answering phones, ensuring phone calls are properly transferred, greeting guests in a professional, friendly, and hospitable manner. Ordering and stocking all office refreshments and supplies, coordinating all incoming and outgoing mail and packaged shipments, office conference room reservation management and assisting with various administrative duties. The successful applicant will screen and direct a high volume of calls from SIS clients, employees and guests; therefore, they will require outstanding communication skills, a great attitude, and the ability to leave a consistently positive impression with each and every interaction.

Essential Job Functions:

- Answer telephones and direct callers to the appropriate extension or provide requested information
- Act as first point of contact for in-person visitors
- Handle incoming and outgoing mail, including packages via express mail services
- Order, receive, stock, and distribute office supplies
- Order, receive, stock, and maintain kitchen areas including snacks, beverages, and paper goods
- Assist with other related clerical duties such as photocopying, faxing, and filing
- Perform other related duties as required

3 TO 5 KEY SKILL SETS REQUIRED

Apply online

Minimum Qualifications and Requirements:

- Associates Degree as required or equivalent experience
- At least one year of experience in a corporate office setting
- Customer service or receptionist experience is highly desirable
- Strong written and verbal communication skills
- Proficient in Google applications (gmail, documents, spreadsheets, forms) and iOS Systems
- A dependable team player with business maturity and enthusiasm

What we can offer:
- Health, Dental and Vision benefits, plus access to dependent coverage and a variety of other benefits
- Life Insurance and 401k eligibility after the first year of employment
- Accrued PTO
- A dynamic and challenging work environment
- Incredible family culture, free snacks & drinks