

**Office Administrator/Receptionist****The Company**

We are seeking an Office Administrator/Receptionist for our Fremont, California office. This office is the headquarters for three related companies: ProExhibits designs and manufactures trade show exhibits; ProGlobalEvents is a creative agency and producer of corporate events; and XtendLive is a software developer of immersive 3D virtual events.

**The Position**

This is an ideal opportunity for a polished, articulate, and enthusiastic candidate who enjoys providing excellent customer service in a fast-paced office. We are looking for an engaging individual to act as the face and voice of the company as they greet outside contacts, respond to inquiries (both internal and external), and provide the highest level of customer service to both external guests and internal team members.

As a candidate, you should have a professional demeanor and excellent interpersonal skills that will ensure your success in this highly visible role. You should exhibit a diplomatic savvy and EQ skill set to interact with entrepreneurs, high-profile guests, investors, and vendors alike. Further, you'll need the ability to prioritize and multi-task while paying close attention to detail.

**Key Responsibilities**

- General administrative duties include but are not limited to mail and package management, meeting rooms, ordering office supplies, facilities, IT and general upkeep.
- Interface with vendors and others on building-related issues including building and parking access, maintenance schedules, etc.
- Manage third-party vendors associated with building operations and building preventative and corrective maintenance programs
- Report regular operational updates professionally to management teams and stakeholders. Partner with business leaders throughout the organization to provide customized workplace solutions when needed
- Manage site emergency action plans, continuously reviewing and revising to ensure effectiveness; respond to emergency situations on-site (when needed)
- Organize and conduct safety inspections and drills (evacuation, shelter in place, etc.)
- Good project management skills and the ability to handle tight deadlines and work on simultaneous projects with little direction.
- Ability to be on-site 5 days a week
- Assist with the accounting team as needed



**Desired Skills and Experience**

- Minimum of 3 years in office administrative or customer service-oriented operational role
- Excellent organizational skills with the ability to calmly juggle competing priorities and manage workflow
- Strong interpersonal skills, demonstrated ability to interface with guests, other administrative assistants, and team members of all levels
- Ability to motivate and lead self and others to deliver results in a collaborative environment
- Strong teamwork and project-related skills, ensuring open communication channels across multiple functions and departments
- A high degree of professionalism and ability to maintain confidentiality
- Impeccable attention to detail

**Benefits:**

- Competitive compensation
- Work within a high-functioning and inspiring workplace atmosphere
- Onsite Gym
- Medical, dental, vision
- 401K
- Paid PTO

Please submit your resume to [Recruiter@ProExhibits.com](mailto:Recruiter@ProExhibits.com) to be considered for this role.

