

## **Will you be part of our adventure?**

We are looking for enthusiastic team members who take pride in what they do. We want people who have great ideas and want to be heard, people who think no job is too big or too small, people who feel the team spirit and want to excel! Does this sound like you?

We are currently seeking a Receptionist to join Playful. This position will be the “face of Playful,” greeting and providing customer service to our employees and guests. This position will also provide some basic administrative support to the company. The Receptionist will be a cultural champion; contributing to Playful being a great place to work and visit!

**The work hours for this role will be Monday-Friday 8:30-5:30 pm.**

No day will be the same, but here are some typical recurring tasks:

- Answering phones and greeting guests; being the positive first impression of Playful!
- Receiving and delivering packages and mail. Manage outgoing shipping needs as well.
- Ensuring front desk is covered at all times, securing back up if needed.
- Ordering and maintaining office supplies and Playful first aid kits.
- Manage meeting rooms; help coordinate and setup if needed, tidy up regularly and ensure stocked with appropriate materials.
- Assist with and receive faxes and keep printers stocked with paper and ink.
- Maintain cleanliness of first floor, tidying up as needed.
- Maintain appropriate and seasonal décor on first floor and main areas.
- Ordering food and facilitating team working lunches as needed.
- Brainstorm creative treat ideas and assist in first floor kitchen.
- Assist with studio events and off-sites, including employee birthday celebrations.
- Manage office paperwork- organizing files and scanning documents, etc.
- Be available for general questions or last minute needs. Find the appropriate resource(s) if needed; make connections throughout the company.
- We are a small team, so expect other duties as well.

What are the requirements for this role?

- At least 5 years of receptionist/front desk experience in an office environment.
- A great upbeat attitude and a service minded outlook.
- A focus on customer service and a “do whatever it takes” attitude.
- Ability to prioritize and respond quickly to requests.
- Poise and strong communication skills, both written and verbal. Grace under pressure.
- Ability to work a consistent schedule, maintaining core work hours of 8:30-5:30 (with a one hour lunch).

To apply, please send your resume to [hire@playfulstudios.com](mailto:hire@playfulstudios.com)