Kokua Hospitality is currently hiring a **part-time receptionist/office coordinator** position in our **Corporate Offices** located at 50 California Street.

The pay rate is $22.00 per hour

**Essential duties:**

- Act as the primary receptionist for greeting of guests
- Assist in the coordination of company events
- Assist with staff onboarding/welcoming experience
- Responsible for regular office supply inventory, purchase and restocking of supplies
- Responsible for basic upkeep and tidiness of kitchenette
- Coordinate incoming and outgoing mail, packages, and deliveries
- Coordinate with building maintenance staff and service vendors
- Coordinate the purchase and maintenance of office equipment
- Manage and maintain office technology, provide IS support when needed
- Assist management teams with meeting scheduling
- Provide presentation support (i.e. – helping format, print, bind, etc)
- Manage critical dates calendar
- Supports all departments (Asset Management, Finance & Accounting, Sales, HR, etc.) as needed with various projects or tasks
- Assists Finance & Accounting in data base maintenance, new vendor set up, and check distribution
- Update company phone lists/program digital phone directory/ manage the company contacts database
- Support CEO and President with specific administrative duties
- Perform miscellaneous job-related duties as assigned

**Skills and qualifications:**

- High school graduate/some college or equivalent work experience
- Excellent verbal and written communication
- Proficient in all Microsoft office to include: word, excel, power point, etc.
- Active listening skills, disseminating of office information, and able to prioritize assigned tasks
- Organized, professional, reliable, and dependable
Working days:
- Monday
- Tuesday
- Wednesday
- Thursday

Hours per week:
- 20-29

Overtime often available:
- No

Typical start time:
- 10AM

Typical end time:
- 3PM

If interested please send resumes to Ms. Sonya Jauregui, Vice President of Human Resources, at sonya@filamenthospitality.com

Sonya Jauregui
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