

**Company**

ARC

**Position**

Corporate Receptionist

**Company Contact**

Ed Sayson, Talent Acquisition Leader  
925-949-5100

**Job Type**

Full Time - Administrative / Customer Service

**Job Description**

ARC Document Solutions is looking for a Corporate Receptionist who will have core responsibilities in a diverse range of administrative support needs in a fast-paced environment. As a receptionist you will be supporting the Corporate office staff in various office related tasks.  
  
These are the exciting things you get to do here::  
Welcome and direct visitors in person or on the phone; answering or referring inquiries  
Collect/Distribute/Prepare/Send Mail and Packages  
Maintain appearance of Lobby, Conference/Meeting Rooms, Kitchens and other common areas  
Order/maintain/distribute office and kitchen supplies  
Assist in coordinating office meetings/events/parties/functions including office birthdays and holiday celebrations  
Maintain conference rooms reservation schedule.  
Maintain Reception Duties Binder  
Special projects, as assigned by Supervisor

**Required Qualifications**

We want to talk with you if you have:  
2+ years’ experience working in a fast-paced Corporate Office. Prior Technology company experience preferred  
  
Excellent interpersonal, verbal and written communication skills  
  
Type 40+ wpm  
  
Proficiency n MS Office (Outlook, Word, Excel, Power Point, Publisher)  
  
Organized, punctual, good listening skills and phone etiquette  
  
Independent worker who can multi-task and take initiative  
  
Upbeat, energetic, positive, mature and professional attitude  
  
Available to work after hours, when necessary.  
  
Prior experience with customer service and supply & inventory management a plus.  
  
Professional appearance

**Additional Information**

WE OFFER:  
Culture of FUN -- and we invite your input and participation  
Great Medical/Dental/Vision/Life & Disability Insurance coverage  
PTO that accrues from Day 1 of your employment with us  
Abundance of refreshments in the office, and a Capuccino / Espresso machine  
All of the Bishop Ranch perks including free BART shuttle, Gasoline delivered to your vehicle while at the office, use of the gym, free bicycle use, and on-site car-washes