

Front Desk Host

As the Front Desk Host of PARISOMA, you will be responsible for creating an outstanding experience for our members and clients.

Your responsibilities:

Space and operations:

- Cover the reception, greet and direct the guests and vendors
- Update important documents weekly
- Answering inquiries for conference room rentals in a professional and timely manner
- Ensuring preparation and satisfaction of clients who have rented the conference room via setup, trouble shooting and follow up
- Sorting and delivering member mail on a daily basis
- Alert management when new items or repairs are needed in a timely manner
- Keep member supplies well stocked, i.e. mailing supplies, printer paper, toner, et al
- Manage member directory for key fobs and mailboxes
- Setup conference room or open space for classes + events, ensuring front desk will be staffed during this time with an approved member
- Maintaining a well-stocked pantry of snacks and soft drinks

Community:

- Maintain relationships with members, and update manager of new developments or innovations with members, such as funding, press, et al
- Arrange and execute tours and follow ups with potential members
- Orientation and training of new members in PARISOMA. Offboarding of the members.
- Planning an execution of member events, such as happy hours, member breakfast, etc, with regard to purchasing needed supplies, inviting appropriate people (members, mentors, teachers, etc) and promoting, when appropriate
- Forecast occupancy to determine availability to keep capacity at 97%
- Serve as main point of contact for member support
- Input information into Nexodus (our space management platform)
- Collect membership payments
- Create weekly reports on membership payments for the Director of PARISOMA and the Staff Accountant

About you:

- You have a Bachelor's Degree.
- You have outstanding verbal and written English skills.
- You have 1+ year experience in hospitality or customer service.
- You have a desire to understand industries and start-ups in the new digital economy.
- You are collaborative, team-spirited and self-motivated. We're a small team and we're growing fast, so clear communication and strong collaboration are essential. You value giving and receiving feedback, you understand how to make 1+1=11, and you're accountable. The team can count on you to move things forward & you're motivated, and naturally take responsibility & action.
- You are highly organized & rigorous. You're at ease with the potential impromptus of a co-working space. You take pride in your project management skills, and value clear communications and efficient workflow. You understand and have what it takes to be both very friendly & very professional at the same time.
- You are creative, inspiring and articulate. You naturally represent the values of PARISOMA, and share them through excellent oral and written communication skills.
- You are community driven. We are a community affair. You believe that you have more to win than to lose in sharing, you are an amazing social networker and excel at connecting the right people, the right ideas and the right opportunities.

About PARISOMA:

PARISOMA is an open space and open community-working environment. As San Francisco's oldest co-working space, we support a community of 200 entrepreneurs and freelancers through workspace, events, and education. We foster an experimental environment that emphasizes openness, community and collaboration. Since 2008, we hosted over 500 founders, designers and developers as they made their "big idea" a reality.

Job Type: Full-time

Job Location: San Francisco, CA

Required education: Bachelor's

Application:

<https://www.indeed.com/cmp/PARISOMA-by-FaberNovel/jobs/Front-Desk-Host-61c97b1d3333aee6>