Looking for a motivated person looking for a foot in the door at Swinerton. Great growth potential. Position is 100% work from office. Hours are slightly flexible (somewhere between 7:00 – 5:00). Requires some experience with Microsoft Outlook, and excellent communication skills. Occasional heavy lifting and climbing a ladder.

Front Desk Position – Swinerton Santa Clara office

- Answer phones to the main Santa Clara number; forward calls and manage voicemail box
- Process incoming and outgoing mail and packages
- Manage conference room reservations using Microsoft Outlook
- Manage office security (badging) system including creating and deleting office access.
- Primary point of contact with building management regarding office maintenance
- Responsible for ordering and managing office supplies including drinks and perishable items
- Communication of Swinerton events to Silicon Valley staff via Outlook and management of RSVPs
- Assist with coordination of onboarding new employees
- Maintain office to current Swinerton COVID safety standards
- Assist Office Manager and Field Admins with other assignments as needed

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