Fulfive

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Receptionist

Hiring organization
Fulfive

Employment Type
Full-time

Job Location
Los Angeles, Calfornia, USA

Date posted
October 15, 2026

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Purpose & Principal Accountabilities
The Receptionist will serve as the first point of contact for company visitors, handling the flow of people through the business and ensuring that all reception responsibilities are completed accurately and delivered with high quality and in a timely manner. This role includes a variety of tasks such as receiving visitors, managing phone calls, and maintaining office security. This position is based in Los Angeles, California and will be onsite. This is a full-time position performed on a Monday through Friday schedule.

The successful candidate will perform a variety of duties related to supporting team operations and administrative tasks, resolving issues before they arise. This is an important role that will set the tone for our company's relationship and communication with visitors. The Receptionist demonstrates a proactive approach to supporting day-to-day team operations, and is a reliable competent resource for all.

Essential Duties & Responsibilities

- Greet and welcome guests as soon as they arrive at the office with a professional and courteous demeanor and managing check-ins with efficiency
- Direct visitors to the appropriate person and office
- Answer, screen, and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationary and material (e.g., pens, forms, and brochures)
- Handling mail and deliveries, including sorting, distributing, and scheduling courier pickups as needed
- Maintain office security by following safety procedures and controlling access via the reception desk (e.g., monitor logbook, issue visotor badges)
- Ensure first-time visitors sign confidentiality agreements before entering the office space
- Make sure all common office areas are organized and accessible
- Monitoring and ordering office supplies in collaboration with facilities or procurement team
- Monitoring and ordering pantry supplies with accurate inventory log
- Manage trash disposal throughout the office as well as keeping the kitchen area clean
- Ensure meeting spaces are prepared and well-equipped for use
- Manage the filing and logging of lost and found items
- Assist with administrative tasks such as filing, data entry, and preparing documents or reports for meetings
- Perform other clerical receptionist duties as assigned by team leadership

Basic Requirements

- A high school diploma or equivalent
- At least 1 year in a receptionist or similar role, preferably but not necessarily at an entertainment industry office
- Must be over 18 years of age
- Must possess excellent organizational, multi-tasking, time-management and problem-solving capabilities, as well as presenting a welcoming and

professional customer service attitude
- Legally authorized to work in the United States

Desired Characteristics

This position may work non-traditional hours operating in a dynamic, fast-paced environment. This requires an enegetic, detail-oriented self-starter able to work independently or in a team. In addition, the ideal candidate possesses the following skills and is able to work in a drug-free environment and pass a chemical dependency drug test as required.

- Excellent verbal and written communication
- Thorough knowledge of Microsoft Office Suite and other common internet tools
- Ability to meet the physical requirements of the job, including standing, sitting, bending, crawling, climbing, crouching, and kneeling, often for extended periods of time
- Strong problem-solving skills and the ability to manage last-minute changes efficiently
- Knowledge of security protocols or experience handling sensitive data

Additional Requirements

- Two professional references with email and phone number provided
- Able to successfully complete a background check, if required

Compensation

A competitive salary, incentive, and benefits package will be offered, commensurate with the role and the relevant experience of the final hire.

Salary range: $70,000.00 – $80,000.00 annually

Fulfive is an equal opportunity employer. We do not discriminate against applicants or employees because of their race, creed, color, age, religion, sex, disability, sexual orientation, marital status, military status, national origin or ancestry.