About the Company:

Industrious is the nation's leading provider of premium co-working and flexible office space. We are reinventing how people work by creating elegant, welcoming environments and delivering amazing hospitality that make people excited and proud to come to work. With a seasoned leadership team, a long list of brand-name clients and over $75 million of funding to date, Industrious is well-positioned for rapid growth, as we scale our network to over 75+ locations across the US.

Information on our 4 Atlanta locations can be found here: https://www.industriousoffice.com/city/atlanta/

Temp Needs

- Would be inconsistent and "seasonal" (mostly when our own staff members are out of office).
- First known need would be at Ponce City Market January 4th - 18th (Mon - Fri)

Industrious Temp Basic Info

- Hours would be 7:30a - 4:00p, 8:30a - 5:00p, or similar for full-day needs. Hours can be adjusted according to students’ school schedules and/or according to full-time vs part-time need.
- Compensation: $16/hour

Roles + Responsibilities

We’re looking for someone who’s proactive, creative, personable, and reliable with relevant experience, flexibility, and enthusiasm for helping bring a warm hospitality into our co-working spaces.

- Assist members in a friendly & professional manner, tend to the front desk, greet visitors, and receive deliveries
- Brew coffee; set-up breakfast; stock the cafe, conference room, and restroom amenities; distribute mail; maintain clean & tidy common areas; run & empty dishwasher
- Monitor inventory of office and cafe supplies and notify staff of ordering needs
- Assist in execution of internal member events (ranging from social perks to professional networking events)
- Complete other errands and tasks around the office as needed

Requirements:

- Hospitality or customer service experience highly preferred
- Personable & approachable with a strong customer service orientation
- Strong organizational skills
- Incredibly reliable
- Comfortable working in a fast-paced and dynamic environment; detail-oriented, strong multi-tasker
- Able to proactively own & execute designated tasks independently, with high level of comfort asking for help when needed
- Basic computer proficiency preferred (Google Drive, Excel, Gmail, and basic printer troubleshooting)

Perks:

- Daily breakfast and snacks
- Smart casual dress code

Please send your current resume to Ms. Jacklyn Dejonckheere at jacklyn@industriousoffice.com.