



Receptionist

Department:

Administration

Position is:

Exempt

Company Intro:

Something Fishy specializes in designing, selling, and maintaining aquariums for both commercial and residential clients. The company's culture embraces the values of **F.I.S.H.** — **Fun, Irresistible, Simple, and Honest** in everything we do. Our work environment is dynamic and fast-paced, with a strong emphasis on accountability. The receptionist position is key in ensuring that guests experience a welcoming atmosphere. You will be the first point of contact and provide essential administrative support across the organization. In addition, you will help manage **SOCIAL**, our coworking space, handling member and event management.

Principal Duties

- Greet, welcome, and direct visitors, announce their arrival, or arrange appointments.
- Answer, screen, and forward incoming phone calls, providing basic information when necessary.
- Provide administrative support including calendar management, data entry, and communications.
- Manage SOCIAL community duties: schedule conference room rentals, manage rental agreements, conduct tours, and support events.
- Receive and sort daily mail, deliveries, and couriers.
- Update appointment calendars for staff and clients.
- Perform clerical tasks such as photocopying, faxing, emailing, and errands.
- Maintain office supplies.
- Company errands, executive assistant tasks

Required Skills

- Excellent time management, organizational skills, and attention to detail.
- Proficiency in Microsoft Office Suite.
- Strong communication skills, both verbal and written, and proficiency in English.
- High school diploma or equivalent.
- Ability to be resourceful and proactive in addressing issues.
- Ability to excel in a fast-paced environment, managing multiple streams of tasks from the leadership team

Work Schedule:

M-F: 8:00am – 5:00pm

Availability to attend monthly company meetings (1 night per month) -& other professional development opportunities (may occur outside your normal work hours).

Compensation & Benefits

This is a full-time position. Pay is hourly. \$18-\$22/hr depending on experience. Something Fishy also provides health & dental insurance, IRA retirement plan, vacation time, and profit sharing.

If interested, please send cover letter and resume to Careers@somethingfishyinc.com the subject line should be completed exactly as follows: **Last Name, First Name – Position** Example: **Smith, John - Receptionist**

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This position does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties requested by management.