



## Office Receptionist, New York City

### About Us

**Our mission is to be the leading insurance solutions provider in our targeted industries, offering underwriting expertise and bespoke solutions to our clients.** Verist provides multi-line insurance solutions to middle market and large accounts across the **Real Estate, Hospitality, Financial Institutions, Professional Services, and Life Sciences** industries. Our approach is grounded in disciplined underwriting, deep industry expertise, and close collaboration with our broker partners to deliver bespoke risk management solutions.

### Role Overview

The Office Receptionist serves as the first point of contact for Verist's New York office (650 5<sup>th</sup> Avenue, New York City), ensuring a professional, welcoming, and efficient environment for colleagues, clients, and visitors. This role is responsible for managing front desk operations, supporting day-to-day office administration, and helping maintain the high standard of professionalism and service that defines the Verist culture.

The Office Receptionist plays a key role in coordinating office logistics, facilitating internal communications, and supporting operational needs across departments. This individual helps ensure the office runs smoothly and contributes to a positive and productive workplace experience.

### Key Responsibilities

- **Front Desk and Client Hospitality**

Serve as the first point of contact for clients, partners, and visitors, delivering a professional and welcoming experience that reflects Verist's high standards. Greet guests promptly, manage visitor access procedures, and ensure all client interactions are handled with professionalism, discretion, and attention to detail.

- **Executive and Leadership Support**

Provide light administrative support to senior leadership, including coordinating meetings, managing visitor logistics, assisting with calendar coordination when needed, and ensuring executive meeting spaces are prepared and presentable.

- **Call and Communication Management**

Answer and direct incoming calls with professionalism and efficiency. Monitor and route inquiries appropriately, ensuring timely communication with internal teams and external stakeholders.

- **Meeting and Conference Room Coordination**

Manage conference room scheduling and ensure rooms are prepared for internal and external meetings. Coordinate catering, guest access, presentation setup, and hospitality arrangements, particularly for client and executive meetings.



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- **Office Operations and Facilities Coordination**  
Maintain a clean, organized, and professional reception and common areas. Monitor office supply levels and coordinate restocking. Serve as a liaison with building management and vendors to address facility needs and ensure smooth day-to-day operations.
- **Mail, Shipping, and Delivery Management**  
Oversee incoming and outgoing mail, courier services, and deliveries. Ensure timely distribution and maintain secure handling of confidential or sensitive materials.
- **Vendor and Service Provider Coordination**  
Assist with coordination of office vendors, including catering, cleaning, and office services, ensuring consistent service quality and a high-standard office environment.
- **Office Experience and Employee Support**  
Assist with new hire onboarding logistics, including workspace readiness and office orientation. Support internal meetings, employee events, and initiatives that contribute to a professional and collaborative workplace culture.
- **Professionalism and Confidentiality**  
Maintain strict confidentiality and exercise sound judgment when handling sensitive information, visitors, and executive matters.

## Qualifications & Experience

- Prior experience in a receptionist, office coordinator, administrative assistant, or client-facing support role, preferably in a corporate or professional services environment
- Strong interpersonal and communication skills, with the ability to interact professionally with executives, clients, and colleagues
- Professional demeanor and presentation, with a hospitality-focused mindset
- Highly organized with strong attention to detail and the ability to manage multiple priorities simultaneously
- Proficiency in Microsoft Office (Outlook, Word, Excel, Teams) and familiarity with calendar and meeting coordination tools
- Ability to work independently while also supporting a collaborative office environment
- Comfortable coordinating with vendors, building management, and external service providers
- Strong problem-solving skills and a proactive, service-oriented approach