

Assistant Office Manager/Administrative Assistant, Menlo Park, CA (hybrid)

Essential Duties and Responsibilities:

Office Administration

- Answer incoming phone calls, greet guests.
- General office administrative support:
 - Timely distribution of mail and packages. Scan/ship mails and package upon requested.
 - Manage conference rooms and guest visits, providing high-touch, welcoming experience for guests including meeting set up/break-down, catering.
 - Conduct daily office walkthrough:
 - Maintain the overall look of the office, reflecting a polished, professional, work environment.
 - Manage storage, and shredding.
 - Administrator for building access cards and security.
 - Assist with ad hoc projects (e.g., FedEx/UPS/USPS, special events, document production, expense reports).
 - Office supply inventory.
- Maintain Kitchen and Lunch Program
 - Order office groceries and lunches as needed.
 - setup/breakdown for lunches.
- Coordinate facilities and IT support services
- Manager company office services vendors (e.g. ATT, Verizon, travel agent, IT services, printer etc.) review invoices and process payment.
- Manage/assist access to company storages
- Support logistics for marketing/investment team events.
- Perform other duties as requested or assigned.

Qualifications/Experience:

- 2+ years' office experience in a similar role.
- Proficient in MS Office (Outlook, Excel, Word, and PowerPoint).
- Excellent oral and written communication skills.
- Attention to detail and follow through.
- Able to prioritize tasks and manage multiple projects on a tight deliverable schedule.
- Able to work well in collaborative, fast-paced environment (may need to wear many hats as needed).
- "No job is too small" attitude.

Education:

- BA/BS degree preferred.

Hours: 2-3 days per week onsite as needed, hours are somewhat flexible within 8-6 window.

Salary range \$65-75,000 plus discretionary bonus, profit-sharing, and fully paid healthcare benefits!