

Assistant Office Manager for global investment firm in Menlo Park, CA (Hybrid)

Essential Duties and Responsibilities:

- Oversee relationships with office service vendors and make updates as requested (e.g., ATT, Verizon, travel agents, IT services, shredding, printers, business cards, etc.).
- Track and manage office supplies and inventory.
- Maintain and manage company storage at two locations.
- Act as the primary point of contact with the landlord, handling both internal/external communications, and solving facility-related issues.
- Ensure office facilities are well-maintained and operate smoothly.
- Assist in reporting and optimizing office-related procedures.
- Manage and support staff events and provide logistical support for marketing events.
- Assist in managing corporate swag program.
- Distribute mail and packages promptly, and handle scanning/shipping requests.
- Manage conference rooms and guest visits, ensuring a high touch, welcoming experience, including meeting setup and breakdown, and catering.
- Conduct office walkthroughs to maintain a polished, professional work environment.
- Administer building access cards and oversee security protocols.
- Monitor and replenish office supplies as needed.
- Order office groceries and lunches as required.
- Set up and break down lunch areas if needed.
- Conduct and report on office-related market research
- Support other teams with office related administrative requests
- 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.
- Faster learner and be able to work independently

Education:

- BA/BS degree preferred.

Hours: full time 40 hours per week (Regular hours 8 hours a day. Likely 2-3 days on a regular basis onsite (usually Tuesdays and Fridays for mail picking and walk through offices), but given it's a supporting role, it is required to be onsite whenever needed during the working hours (if there are meetings in the office and needs someone to be there or we need someone to fix something in the office and etc.)

Salary range \$65-75,000 DOE, plus 100% paid for healthcare benefits, discretionary bonus and profit-sharing with generous contribution from the firm.