

Executive Assistant/Office Manager (San Jose/South Bay Area, onsite)

EA/OM will support the CEO and other members of the executive committee and provide general office management for the company.

Duties will include but are not limited to:

- Provide EA support with a strong attention to detail.
- Schedule meetings with investors, clients and other stakeholders.
- Assist with HR duties and onboarding.
- Keep track of Visas and make sure they are up to date.
- Book travel arrangements and create detailed itineraries.
- Light bookkeeping/accounts payable/receivable.
- Track expenses and prepare expense reports.
- Answer phones, greet guests, set up conference rooms, video calls and order meals when needed.
- Event planning as needed.
- Manage the maintenance and operation of office equipment.
- Maintain supply inventory and order supplies

Requirements:

- Education and experience requirements
 - High school diploma required, college degree preferred.
 - 5+ years of administrative experience in a related position, preferably with a startup company in rapid-growth phase
 - Proficiency in MS Office, Slack and Zoom
- Excellent communication and reporting skills
- Highly organized with a strong attention to detail and follow through.
- Proactive and excellent problem-solving skills

Salary range will depend on experience. \$40-55 per hour (\$80-110k per year), plus healthcare benefits.