

Reception & Office Administration – San Mateo, CA

We are seeking a polished, proactive Administrative Assistant with 1–3 years of experience to support a fast-paced office environment. This role is ideal for someone who thrives on multitasking, staying one step ahead of leadership, and handling confidential information with maturity and discretion. You'll be the face of the office—welcoming guests, managing the front desk, and ensuring smooth day-to-day office operations.

Key Responsibilities

- Front desk reception: greet visitors, manage calls, coordinate guest access, and support conference room scheduling.
- Office operations: open/close the office, manage kitchen and supply inventory, coordinate catering and weekly lunches, handle mail, and maintain conference rooms.
- Administrative support: assist EAs and teams with meetings, calendars, presentations, expenses, NDAs, databases, onboarding, events, and special projects.
- Tech & tools: scheduling and calendaring in Outlook; strong Word and PowerPoint skills required; Excel, Concur, and Affinity a plus.
- Collaboration: support Partners, Principals, Investment, Accounting, Business Development, and Marketing teams as needed.

Ideal Profile

- 1–3 years of administrative experience supporting multiple stakeholders
- Highly organized, detail-oriented, and comfortable in a dynamic environment
- Tech-savvy with strong communication and presentation skills
- Professional, poised, and service-oriented with a positive, can-do attitude

This is a hands-on, visible role with broad exposure across the firm—perfect for someone who enjoys being the operational heartbeat of the office.

Hours: 8:00am – 5:00pm daily with an hour-long lunch away from the front desk (flexibility to work earlier and/or later may be needed for in person partner meetings)

Salary range \$70-80,000 depending on experience plus bonus, benefits, 401k and more!

This is a full-time, dedicated non-exempt position.