

Office Administrator in San Francisco, CA (onsite)

Premier venture capital firm is seeking an Office Administrator to assist with the day-to-day operations in their San Francisco office. The Office Administrator will be expected to provide dependable, high-touch support to the reception function and assist with the smooth operations of the firm through guest relations.

Primary Role Responsibilities:

- Provide dependable, high-touch support to the reception function by acting as a first point of contact.
- Greet employees and their guests in a prompt, professional and efficient manner. Build a rapport with employees and external guests and stay on top of evolving situations and priorities.
- Answer, screen and direct/respond as appropriate to incoming calls and correspondence.
- Receive, sort and distribute daily mail/deliveries.
- Pro-actively engage and maintain efficient and effective communication with food services, reception, administrative professionals and meeting hosts.
- Coordinate internal/external meetings and special events.
- Effectively collaborate with meeting hosts as necessary to finalize and confirm meeting details. Ensure all requirements are met prior to meetings taking place.
- Coordinate daily lunch orders for staff and guests.
- Manage ordering and inventory of office supplies.
- Order office snacks and maintain inventory.
- Process monthly reception and food services expenses.
- Manage special requests and/or problems and recommend appropriate solutions.
- Assist others with other project and/or office work as needed.
- Following up with building/ facility needs.

In addition, the successful candidate will demonstrate the following attributes;

- Display professionalism, quality service and a “can do attitude”.
- Ability to exercise good judgement.
- High level of proficiency in Microsoft Office.
- Excellent organizational and project management skills.
- Attention to detail with a high degree of accuracy.
- Ability to handle confidential information with discretion and integrity.
- Strong interpersonal and communication skills and ability to build relationships with a wide variety of individuals.
- Ability to juggle multiple tasks and changing priorities in an effective and timely manner.
- Outstanding commitment and sense of dedication to understanding, fulfilling and anticipating the needs of the office.

- Associate's or bachelor's degree preferred.
- Prior experience as a receptionist or in a related field is a plus.

\$70-85K salary range depending on experience, 10% discretionary bonus, and participation in the firm's profit sharing pool for the current fund. They also offer medical, dental, and retirement benefits.