

Office Manager/Executive Assistant for a well-established, successful investment management firm who has been in business for two decades. This will be working with their venture capital team in their San Francisco Office. (hybrid work schedule, currently working one day a week in the office but EA/OM needs to be flexible and able to be onsite as needed 2-3 times a week).

Lots of variety and hats to wear, great for someone who is creative, excited and eager to learn, a 'go-getter' who likes challenge. This person will be the glue of the office and keep everything running smoothly. Opportunity to take on additional projects and duties too (presentations, events, assisting with conferences, etc). There are 8 people in the SF office and 80 total employees with the company.

Responsibilities include:

- Managing schedules for 3 executive-level members of the firm's venture capital team; as well as expense management and other administrative duties;
- Managing all external vendors, including security, IT, catering and others;
- Overseeing and supporting all administrative duties in the office and ensuring that office is operating smoothly, including managing office supply inventory and placing orders as necessary;
- Organizing team building and offsite events, as well as other firm events located on the west coast;
- Organizing and coordinate marketing event and investor meetings;
- Answering and responding to phone calls and emails, including communicating necessary information to the team;
- Provide other administrative support as necessary, including coordinating with the firm's other offices on a number of firm-wide initiatives.

An ideal candidate will be enthusiastic, energetic, warm, detail-oriented and have strong written and verbal communication skills. Further, the ideal candidate will be comfortable interacting with high-level executives, and will be strong with time management and multitasking.

Highly competitive salary based on experience plus very generous bonus and benefits!