

**Temporary Receptionist/Office Administration to join investment firm in San Mateo (onsite, full-time).  
6-8 month contract assignment.**

**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)

**Job Requirements:**

We are looking for 1-3+ years of Administrative Assistant experience. Strongly prefer that this person has supported multiple individuals, and are used to multi-tasking, switching gears and prioritizing. This person must be used to being one step ahead of the managers they support and dealing on a daily basis with highly confidential information.

This candidate must be tech savvy when it comes to their MS Word, Outlook, for scheduling and calendaring. Excel, Concur and Affinity experience is a plus.

**Responsibilities:**

- Open front door and turn on all lights
- Turn copiers on and add paper
- Clear dishwasher, if run overnight.
- Check stock in kitchen, replenish soft drinks, coffee, fridge...
- Replenish the conference rooms with Kleenex and Purells if needed
- Clean whiteboards at the end of each day if they were used
- Check Partners, Principals and Conference room calendars for the week to see if you need to order breakfast/lunches for meetings
- Order lunch every Wednesday or Thursday for the next Monday staff meeting
- Set up lunch around 11:30am and/or help pick up every Monday for meetings
- Replenish and organize foods and drinks throughout the day
- Place food/drink/snack orders on Weds or Thurs. for Friday delivery. Put away
- Do supply inventory on Wednesdays and throw away all the food that is expired and update vendor orders accordingly.
- Take inventory of stock room every Wednesday and place vendor order accordingly, unless someone wants something specifically on another day
- Take any outgoing mail outside to drop box
- Pick up mail downstairs daily (usually arrives around 10am)
- Open mail addressed to the firm/Accounts Payable and scan and upload bills

**During office hours:**

- Review Conference room calendars each morning for incoming executives and any possible conflicts.
- Fill in pass down requests for building to ensure guest access.
- Answer main phone line and forward to the appropriate executive assistant (EA).
- Greet guests. Offer refreshments. Coordinate the person the guest is visiting (or appropriate EA).
- Sort incoming & outgoing mails and deliver to appropriate EA
- Clean up after meetings. Keep whiteboards clean.
- Maintain Conference rooms
- Collect cups from conference rooms and offices, load and start dishwasher.
- Take outgoing mail and drop them off.

**Other Administrative Duties**

- In Person Meetings
  - Monday Investment Meetings – Clean board room
  - In Person Partner Meetings - Order breakfast, lunch and (if scheduled or run late) dinner.
- Other Meetings
  - Greet guests, advise appropriate EA that guests have arrived and ask if guests would like any refreshments.
  - Clean conference rooms after meetings/take photos of whiteboards, then clean whiteboards.
- Supplies - Check supplies periodically and in any event no less than once per week, and order as necessary (generally once per week).
- Destruction bin and Shredder bin – Check bins every two weeks. If needed, place online order with RECALL to come empty the bin.
- Save all receipts and do expenses for self (available the 1<sup>st</sup> of every month)
- Keep track of employee birthdays and order requested dessert and coordinate with other admins.

#### **Administrative Assistance**

- Assist other EAs with any help they may need (expenses, binding, etc.)
- Manage Business Card Ordering
- Manage calls/requests to landlord for any building related needs
- Various projects as requested when available.
- Assist with Events, in office Board meetings, conferences
- Assist with onboarding new employees – office swag, desk set up, information
- Assist the Business Development team with conference calendar and scheduling
- Assist with Database upkeep: Affinity, Clockwork, as necessary

Hourly rate will depend on experience. No benefits. Approximately \$30-35 per hour.