

Office Manager

Responsibilities

Office Management

Oversee and manage day-to-day office management tasks and culture activities.

Demonstrate common sense and sound decision-making abilities in all matters pertaining to managing office operations.

Proactively and clearly communicate important office announcements to the SF staff, and when appropriate communicate important companywide announcements.

Act as the primary point-of-contact to support staff's important questions and needs, providing answers or directing them to the right people internally.

Work collaboratively with other operational teams (e.g., Finance, Legal, etc.) to maintain, develop, and improve administrative processes and procedures.

Manage relationships, approve invoices, and drive the improvement of services/results from service providers and vendors (e.g., building management, contractors, suppliers, etc.)

Come into the job with pre-existing best practices knowledge and training on information and identity security, as well as physical security of the office our hardware.

Effectively communicate, implement, monitor and improve security protocols/procedures across employees.

As the main point of contact, coordinate 24/7 on-call coverage and availability with office administrative staff.

Ensure the office (specifically common areas and conference rooms) is professional, business-ready, organized, and clean at all times.

Take on special / ad-hoc projects as needed.

Human Resources

Overall, own on boarding and off boarding, the immigration and visa process, and HRIS.

Constantly identify creative approaches to improving the employee experience. Make it your personal mission to improve every single interaction throughout the employee lifecycle!

Consistently evolve the onboarding process to better represent our culture, mission, and values.

Drive the annual HR compliance testing.

Manage relationships with benefit carriers, 401k administration and open enrollment, etc.

Drive the immigration process for foreign national employees. Be the liaison between employees and PEO service provider to ensure that our HR needs are being communicated. Help direct managers and employees to the right resource within the PEO.

Skills & Experience

You have...

5+ years of experience as an office manager with facilities and HR generalist responsibilities (preferably in a startup or rapid growth environment)

Overall, at least 10 years of overall general work experience (experiences should arguably offer at least somewhat transferable skills and/or relevant responsibilities, etc.)

BA/BS degree from a reputable university is ideal but not necessary

Impeccable communication skills, both verbal and written

Exceptional planning and decision-making abilities

The willingness and ability to present yourself daily as polished and sophisticated so that you're prepared to interact with visiting guests, clients, or investors

The ability to take ownership of impromptu situations and deliver effective solutions

The ability to work both independently and collaboratively with others, at all levels of the company

The ability to work effectively under pressure in a fast-paced, growing environment

You are...

Technologically fearless within a Mac environment. You are well-versed in everyday work tools like the Microsoft office suite and everything Google (e.g., Chrome, Docs, Sheets, Forms, Calendar, and Drive).

Available and responsive to a global team 24/7/365 in the event that there's an urgent, mission-critical or emergency situation

Solution-oriented and proactive

Positive, cheerful, and you love to make people smile (AKA in other words, you are magnificently unsinkable!)

Passionate about building a standout company culture