



**Job Title: Office Manager**

**Location: Irvine, US (On-Site)**

## **About the job**

### **Main Responsibilities:**

- Responsible for ensuring day-to-day office operations run smoothly at our Irvine office.
- Keep our work office organized and fully stocked with supplies daily.
- Monitor and maintain various office equipment and supply inventories including ordering equipment (Laptops, keyboards, etc.)
- Manage the budget for office expenses, events, and other categories
- Greet guests professionally and serve as the first point of contact for our vendors, candidates, employees, and visitors.
- Coordinate and help organize office events such as team meetings, team activities, etc.
- Manage vendor relationships, including coordinating office cleaning.
- Assist with outgoing mail and incoming deliveries.
- Support HR functions (onboarding and offboarding) as necessary.
- Pitch in to help with other daily tasks and team requests.

### **Administrative Support and Assistance**

- Provide administrative support to executive team members when required, including managing calendars, planning and scheduling internal and external meetings, and handling travel arrangements.
- Book accommodations for visiting candidates and employees using our preferred partners and establish corporate rates with hotels in the area.

## **About You**

### **Qualifications:**

- Bachelor's degree in Business Administration, Office Management, or a related field
- At least 3-4 years of recent experience as an Office Manager, Administrative Assistant, Administrative Business Partner, or EA.
- A self-starter and problem-solver with a sense of urgency.
- Must learn quickly with little to no supervision.
- Strong organizational skills and attention to detail.
- Ability to plan, organize, and multitask with minimal supervision.
- Strong written correspondence and verbal communication skills.
- Ability to maintain respectful relations with all the interfaces made on behalf of the employer.
- Ability to handle confidential information professionally.



- Proactive team player and self-starter, must be willing to collaborate with others.
- Proficient in office software and productivity tools (Microsoft Office, Google Workspace, etc.).
- Being fluent in English and Mandarin is a must.
- Willing to work with a start-up company.

**Benefits**

- Competitive salary package
- Health Insurance
- Generous vacation policy/paid time off
- Learning opportunities