

Office Manager / Executive Assistant



SWTCH

Phone :
Web :

Job Summary

Vacancy :
Deadline : Oct 05, 2024
Published : Sep 05, 2024
Employment Status : On-site
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

SWTCH Energy Inc is seeking a highly organized and proactive individual to join our team as an Executive Assistant & Office Manager. The successful candidate will play a pivotal role in supporting senior executives and ensuring the smooth operation of our office. This is an exciting opportunity for a detail-oriented professional who thrives in a fast-paced environment and is passionate about contributing to the clean energy revolution.

Responsibilities:

Office Operations Management

- Oversee and manage daily office activities to ensure smooth and efficient operations
- Coordinate and track office supplies and equipment for all employees, ensuring timely ordering and inventory management
- Oversee office building maintenance, security and access
- Manage office budget and look for opportunities to save on costs
- Support with company software licenses, including renewals and compliance management
- Maintain and implement office policies and procedures to foster a productive work environment
- Provide technical support for office computers, peripherals, and software applications
- Support with onboarding technology / software for new employees
- Assist with setup and maintenance of network systems, including ensuring connectivity and security

Communication and Coordination

- Act as the main point of contact for all internal and external communications
- Facilitate effective cross-departmental communication and collaboration
- Handle incoming emails, phone calls, and inquiries with professionalism and discretion

Event Coordination

- Plan, organize, and coordinate company events, meetings, and team-building activities, including logistical support for hybrid town hall meetings, annual retreat, etc
- Assist in the organization of industry conferences and exhibitions
- Support in booking transportation and accommodation - negotiation of bulk pricing and deals with suppliers

Administrative Support

- Provide comprehensive administrative support, including drafting correspondence, managing files, and handling confidential information
- Perform general office duties such as data entry, record-keeping, maintaining a clean and organized workspace, food and coffee machine replenishment, preparing for client meetings

Executive Support

- Organize and manage executives' calendars, including scheduling meetings and coordinating travel arrangements
- Prepare and arrange documents, presentations, and reports for executive meetings
- Serve as a liaison between executives and internal/external stakeholders as-needed

Requirements

- Proven experience as an executive assistant or office manager
- Excellent organizational and multitasking abilities
- Strong written and verbal communication skills
- Proficient in Google Suite, Microsoft Office Suite and other relevant software
- Ability to handle sensitive information with confidentiality
- Bachelor's degree in Business Administration or a related field is preferred

Benefits

• Benefits Day 1!

• **Impactful Work:** Contribute to our mission of promoting sustainable energy practices and reducing carbon emissions globally

• **Environmental Impact** - We are a clean energy company with a mission to reduce carbon emissions globally to ensure a clean and sustainable future

• **Diversity** - People develop their talents and skills in different ways. We value different paths and experiences. If you think you meet the qualifications we are seeking, take a chance and express yourself here

SWTCH does not offer employment to prospects without first ensuring that qualified candidates speak directly with the hiring manager and a member of our P&C team. All qualifications will be done face-to-face, whether that is in person or over Google Meet. SWTCH does not send out offers of employment without meeting candidates and does not offer employment via text. If you are contacted for any personal information via text and/or without having met a member of our hiring team in person, please disregard.

SWTCH Energy is an equal opportunity employer, all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected veteran status, or any other characteristic protected by applicable laws. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Annual Salary Range

\$65,000 - \$85,000

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
