



Great Place to Work® Institute, Inc. Position Description: Office Manager

Great Place to Work® Institute is a research and management consultancy based in the US that has been identifying and researching great workplaces around the world for 25 years. Every year since 1998, we have produced the list of Fortune's "100 Best Companies to Work for"® that appears in one of the magazine's best selling annual issues. Based on learning from our work with best companies, Great Place to Work® Institute also provides consulting services that help companies to measure, benchmark, and positively impact employees' experiences in their organization.

Position Summary

The Office Manager will be responsible for managing the San Francisco office facilities, payroll and benefits administration, planning office social activities, maintaining key vendor relationships and performing general administrative responsibilities. This position is based in the San Francisco office (not possible to have full-time telecommuting work).

Areas of Responsibilities

- Facilities Management
- Payroll & Benefits Administration
- Business & Risk Management
- Vendor Relationship Management- Manage relationships and continually evaluate whether there a better option for our needs to drive costs down:
- Event Planning – Manage all staff events and as well as off-site retreats.
- Cost Management -Continually review Institute office-related expenses to identify and implement ways to reduce expenses.
- General Administrative Support

Experience Requirements

- 5+ years practical experience in business/office management preferably in a fast paced environment in a small to mid-size company
- Bachelor's degree required
- Responsive and extremely strong customer service approach
- Passionate about teamwork, communication and an optimistic outlook
- Strong problem solving, facilitation, organization and time management skills
- Extremely strong attention to detail
- Excellent relationship building skills, coupled with the ability to negotiate effectively
- Knowledge of MS Office Professional is required, QuickBooks experience a plus

Great Place to Work® Institute, Inc. is an Equal Opportunity Employer



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Application/ Contact Information

If interested, please send your cover letter with salary requirements and resume as a Word attachment to jobs@greatplacetowork.com.

The preceding functions may not be comprehensive in scope regarding work performed by an employee assigned to this position classification. Management reserves the right to add, modify, change or rescind the work assignments of this position. Management also reserves the right to make reasonable accommodations so that a qualified employee(s) can perform the essential functions of the position.