

Office Manager

VectorBuilder is looking for a full time (Mon-Fri) office manager to help set up and manage their new UK site. They will be a point of support for members of the UK, Ireland and Scandinavia team as well as provide support to the Inside Sales team.

Responsibilities

- Answer phones with good customer service
- Serve as the point person for office manager duties including: maintenance, mailing, supplies, equipment, errands, shopping, organizing
- Deposit incoming checks
- Work with client accounts payable departments to collect past due invoices (clients are businesses and universities)
- Maintain the office condition and arrange necessary repairs, manage cleaning service
- Partner with HR to update and maintain office policies as necessary
- Organize office operations and procedures
- Assist in the onboarding process for new hires
- Assist logistics and other departments as needed
- Other duties as needed to keep the office running smoothly

Skills

- College degree (Associate's or Bachelor's); additional qualifications in office administration and/or biology would be a plus
- Proficiency in Microsoft Office and G-suite
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- A creative mind with an ability to suggest improvements

To apply, please email christinamcclure@vectorbuilder.com with your CV.