

Corporate Office Manager

Job Details

Job Description

The Corporate Office Manager is responsible for overseeing the day-to-day administrative and operations of the company. This position reports to the Director of HR in the company.

Key Responsibilities

- Manages schedules, coordinating meetings, handling communications and resources
- Serves as a central point of contact between staff and leadership
- Plays a key role in strategic planning, budgeting, and financial management
- Oversees expenses, processing invoices, and managing vendor contracts for cost-effectiveness
- Ensures compliance with company policies and relevant regulations
- Coordinates computing resources with the security and IT departments
- Manage space planning such as office moves or workstation changes
- Helps implement systems and procedures to improve corporate office efficiency

What We're Looking For

- US Citizenship and Texas Residency. Must be able to pass back-ground check.
- Requires a blend of leadership, organizational, communication and problem-solving skills
- Proficiency in software like Microsoft Office, project management platforms, and CRM
- Minimum of associate degree in relevant field (bachelor's degree, a plus)
- Ten years of experience in managing office resources and administrative functions
- Absolutely no criminal records and must be able pass background check

Benefits

- Industry standards compensation and an opportunity to own company pre-IPO stocks

Join Our Team

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Qualifications

Behaviors

- Capable of carrying out a given task with all details necessary to get the task done well

Team Player

- Demonstrates strong collaboration skills within a team setting

Dedicated

- Devoted to a task or purpose with loyalty or integrity

Enthusiastic

- Shows intense and eager enjoyment and interest

Motivations

Ability to Make an Impact

- Inspired to perform well by the ability to contribute to the success of a project or the organization