

Office Administrator

The Office Administrator is a key member of the SGA team and ensures executive and general office needs are met. This full-time position supports the entire office on a daily basis. This person is responsible for completing and managing administrative tasks, executing the office snack program, assisting with facilities functions, event planning, and maintaining the general appearance of the office. This position interacts with all business lines and specific teams may request assistance with ad hoc projects.

Core daily job duties include:

- Manage front desk—greet visitors, accept mail and packages, hospitality
- Answer, screen, and direct all incoming calls
- Monitor general company voicemail box
- Manage calendars, respond to administrative requests, data entry, scanning, mailing, faxing, emailing, process and distribute incoming mail, and post outgoing mail
- Assist in scheduling and setting up meetings, conference rooms, video conferencing, and event planning
- Establish and manage relationships with vendors, place food orders for teams/meetings, reconcile invoices, set up, clean up
- Handle all event planning details, secure location, plan menus, and complete insurance forms
- Manage all office and breakroom supplies and cleanliness; order and re-stock as needed
- Ensure that all conference rooms and break rooms are stocked and tidied daily
- Provide accounting and office administrative support as needed, including expense reports
- Responsible for facilities maintenance: trouble shoot, physically handle when appropriate, determine and contact the correct vendor, obtain any necessary approvals, move forward with solutions
- Ensure conference rooms are tidy and presentable with chairs in place; charge keyboards and mouse each evening
- Perform minor cleaning as needed throughout the office
- Clean kitchens at least three times each day—wipe down counter tops; stock kitchen snacks, beverages, condiments; load and unload the dishwasher
- Floor Warden for building safety
- Ad hoc project requests from the business lines

General Experience, Skills, and Qualifications:

Successful candidates should have some or all of the following experience and skills:

- 1-3 years of executive administrative support experience
- Experience with document management and imaging processes and systems
- Experience with general office administration duties
- Experience in managing vendor relationships
- Proficiency with Microsoft Office (primarily Outlook, Word, Excel, and PowerPoint)
- Proficiency operating a variety of office equipment

- Preference for working in a small team environment
- Excellent interpersonal and communications skills required
- Exceptional organizational skills and attention to detail required
- Ability to manage multiple responsibilities and demands simultaneously
- Bachelor's degree strongly preferred

Strategic Global Advisors, LLC

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Interested candidates should forward their cover letter and resume to careers@sgadvisors.com.