



Job Title:	Office Manager/Receptionist	Job Category:	Administration
Location:	156 5 th Avenue, Suite 804, New York, NY 10804	Travel Required:	No
Level/Salary Range:	Competitive	Position Type:	Full-time
HR Contact:	Brad Schwartz	Date Posted:	06/6/2018

Job Description

COMPANY DESCRIPTION

Encourage Capital is a new kind of investment firm that seeks to change the way investment capital is used to solve critical environmental and social problems. We are building a community of investors, foundations, market-leading companies and non-profits to deploy private capital into systemic solutions to the world’s most pressing challenges. We believe we can generate both compelling investment returns and social and environmental impacts for our investors.

ROLE AND RESPONSIBILITIES

We are looking for an Office Manager who will also be our full-time Receptionist.

Office Management Responsibilities:

- Regularly procure office supplies and equipment
- Liaise with accounting to ensure vendors are paid on time and accurately
- Open the office, do morning prep (coffee, dishwasher, etc.), run various errands and do the office shopping
- Coordinate with management on the organization and layout of office
- Maintain the office condition and arrange necessary repairs, construction and project management
- Organize office operations and procedures
- Coordinate with IT department on all office equipment
- Manage vendors, service providers and building management
- Assist in the onboarding process for new hires and new subtenants
- Address queries regarding office management issues (e.g. stationery, supplies, and hardware)
- Liaise with facility management vendors, including cleaning, catering and security services
- Plan in-house or off-site activities, like parties, celebrations and conferences

Receptionist Responsibilities:

- Greet clients and visitors with a positive, helpful attitude.
- Assisting clients in finding their way around the office.
- Announcing clients as necessary.
- Assisting with a variety of administrative tasks including copying, taking notes and making travel plans for employees.
- Preparing meeting and training rooms.
- Answering phones in a professional manner, and routing calls as necessary.
- Assisting colleagues with administrative tasks such as Expense reporting.
- Performing ad-hoc administrative duties.
- Answering, forwarding, and screening phone calls.
- Sorting and distributing mail.
- Scheduling meetings and conference rooms

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Associate’s or bachelor’s degree in related field.
- 5 years prior experience as an office manager, receptionist or related field.
- Consistent professional manner.
- Excellent written and verbal communication skills.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Good time management skills, a self-starter, problem solver, and takes ownership of responsibilities.
- Experience with administrative and clerical procedures.
- Able to contribute positively as part of a team and to help with various tasks as required.
- Excellent interpersonal communication
- Hospitality oriented & Congenial

Please send a resume along with a cover note in the email to jobs@encouragecapital.com.