

Executive Assistant/Office Manager, Walnut Creek, CA (full-time, onsite M-F)

Join a Growing, Collaborative Firm!

We're looking for a full-time **Executive Assistant/Office Manager** to be the backbone of our growing firm. In this key role, you'll manage day-to-day operations, provide high-level administrative support to the team, and help keep everything running seamlessly behind the scenes.

We're seeking a **proactive, resourceful, and detail-oriented professional** who thrives in a fast-paced environment and enjoys wearing multiple hats. You'll work closely with executives, contribute to key firm initiatives, and play a vital role in projects such as our annual investor meeting.

The ideal candidate is a natural problem-solver with strong organizational and interpersonal skills, able to balance independence with collaboration. You'll report directly to the Operations Manager and become a trusted partner to leadership and staff alike.

If you're looking for a **stable, positive work environment** where your contributions are valued and your teammates feel like family—this is the place for you. Come join our **fun, collaborative, and growing team** and make an impact every day!

Responsibilities

Office Management & Executive Assistant duties will include but are not limited to:

- Identify and manage the day-to-day needs of the office including office suppliers.
- Plan office events and offsite meetings.
- Schedule and coordinate conference calls and meetings, travel, and office calendar
- Assist with marketing activities and materials such as website, brochure, social media presence and firm announcements.
- CRM data management and entry.
- Support recruiting efforts and onboard new employees.
- Other administrative duties and ad hoc projects

Vendor Management and Finance

- Assist with planning of Annual Investor Conference.
- Work with IT vendor to provide technical support for office equipment and systems.
- Work with CFO on compliance and cybersecurity.
- Work with the Operations Manager to plan, manage, and execute various projects related to marketing, IT, events, relocation, and new hires.
- Support Controller on accounting projects including organizing credit card statements, maintaining investor library and other finance ad hoc projects as needed.

Qualifications

- Bachelor's degree preferred but not required.

- Prior work experience in a professional office environment.
- Excellent written and verbal communication skills.
- Strong Microsoft Excel, Word, and PowerPoint skills.
- Strong attention to detail and the ability to take initiative.
- Exceptional organizational, problem solving, and time management skills.
- Highly professional with demonstrated ability to prioritize, multi-task and work independently.

Salary range: \$75,000 - \$85,000, plus bonus potential and benefits including health/vision/dental/life insurance and a \$75.00 per month cell phone stipend.