

Office Manager/Executive Assistant – San Francisco (Onsite)

Position Overview

We are seeking a highly organized, proactive, and resourceful Office Manager/Executive Assistant to support the day-to-day operations of a fast-paced financial services firm. This role will focus primarily on **office management, facilities coordination, vendor relationships, event and marketing coordination and administrative operations**, while also providing executive support to the Founding/Managing Partner, General Partner, and other investment professionals as needed.

The ideal candidate is a hands-on professional who takes ownership of the office environment, anticipates operational needs, and ensures that everything runs smoothly and efficiently. You are comfortable juggling multiple priorities, managing competing demands, and finding solutions in a dynamic, high-performance environment. This is an excellent opportunity for someone who enjoys building efficient processes, creating a welcoming and professional office, and serving as a trusted resource to both leadership and the broader team.

About You

- You are an experienced office management professional who enjoys taking ownership of daily office operations and ensuring everything runs seamlessly.
- You are proactive, resourceful, and solutions-oriented, with the ability to anticipate needs and resolve issues before they become problems.
- You have strong organizational and project coordination skills and can manage multiple priorities without losing sight of the details.
- You enjoy working with vendors, coordinating facility's needs, coordinating events, and maintaining an efficient, well-organized, and professional office environment.
- You are comfortable supporting senior executives and investment professionals in a fast-paced, high-expectation environment.
- You are tech-savvy and proficient with Microsoft Office, particularly Outlook, and enjoy identifying ways to improve administrative processes and efficiency.
- You have excellent communication and interpersonal skills and interact confidently and professionally with executives, employees, clients, visitors, and outside service providers.
- You exercise sound judgment, maintain strict confidentiality, and demonstrate the highest levels of integrity and professionalism.
- You are flexible, dependable, and willing to pitch in wherever needed to support the team.

Job Responsibilities

Office Management & Operations

- Oversee day-to-day office operations to ensure a well-organized, efficient, and professional workplace.

- Manage office supplies, equipment, inventory, and general administrative resources.
- Coordinate office maintenance, repairs, facilities requests, and building-related services.
- Serve as the primary point of contact for office vendors, service providers, building management, and other external partners.
- Coordinate vendor relationships, service requests, and invoices, ensuring timely follow-up and resolution.
- Help maintain a welcoming, polished office environment for employees, clients, and visitors.
- Establish and improve administrative procedures, office systems, and workflows to support operational efficiency.
- Assist with planning and coordinating the office move, including vendor selection, logistics, furniture, equipment, and workspace setup.
- Support office events, marketing, meetings, and other internal initiatives as needed.

Executive & Administrative Support

- Provide administrative support to the Founding/Managing Partner, General Partner, and other investment professionals as needed.
- Handle confidential information and sensitive matters with discretion and sound judgment.
- Assist team with meeting and document preparation as needed.

Salary range: \$125-150K + 15% bonus target based on performance, plus fully paid healthcare benefits from the firm (benefits offered after first 30 days probationary trial period).