

# Office Coordinator

On-site in Menlo Park, full-time, M-F 8:00am-5:00pm

We are seeking an experienced Office Coordinator with a background in world-class hospitality to support our fast-paced, high-energy office environment. This role blends operational excellence with elevated service, acting as the backbone of our daily office experience and a key touchpoint for employees, partners, and high-profile guests.

The ideal candidate is highly organized, detail-oriented, and service-driven, with a natural ability to anticipate needs, create welcoming environments, and execute thoughtful experiences. This is a hands-on, on-site role that plays a critical part in maintaining both operational efficiency and a warm, professional culture. The role will also support an additional office space once renovations are complete, ensuring a seamless and consistent experience across both locations.

## Why This Role

This is a unique opportunity to bring a hospitality-first mindset into a professional VC firm environment, where your work directly shapes the daily experience of employees and guests alike. If you take pride in creating beautiful, well-run spaces and memorable experiences, this role offers both impact and visibility.

## Key Responsibilities in a Dual-Office Setting

### Daily Office Operations

- Collaborate with the Office Manager to support seamless day-to-day office operations and maintain a well-organized, welcoming space for staff and guests
- Maintain organization and presentation of common areas, including the kitchen, break room, conference rooms, and supply closets
- Monitor inventory levels and proactively order office, kitchen, and pantry supplies

### Hospitality & Guest Experience

- Serve as the primary point of contact for limited partners, entrepreneurs, and other high-profile guests
- Greet guests daily with a warm, professional, and welcoming attitude, ensuring a seamless experience in the office
- Provide meeting and visitor support with a high standard of hospitality and discretion
- Review Conference room calendars each morning for incoming executives and any possible conflicts

### Food & Beverage Coordination

- Partner closely with the Office Manager to manage food ordering and logistics – set up daily breakfast and lunch for the office
- Build and maintain strong relationships with vendors, caterers, and food partners
- Maintain inventory with a focus on ensuring we have high-quality food available

### Events & Culture

- Plan and execute in-house employee events, celebrations, and gatherings
- Assist with the planning and execution of well-thought-out, elevated internal and external events
- Help foster a positive, high-morale office culture through thoughtful programming and

service

### **Communication & Facilities**

- Oversee office-wide communications related to operations, events, and logistics
- Collaborate with property management and building engineers to ensure the office space is well-maintained and fully operational
- Identify and resolve facilities or operational issues promptly and professionally

### **Requirements**

- Bachelor's degree required
- 3-5 years of experience in hospitality, office coordination, or workplace operations (luxury hospitality experience strongly preferred)
- Exceptional interpersonal and communication skills
- Strong organizational skills with a high attention to detail
- Ability to multitask and thrive in a fast-paced, high-expectation environment
- Professional demeanor with a service-oriented mindset
- Proactive, resourceful, and solutions-driven approach
- Ability to work autonomously throughout the day
- Must be able to lift boxes and cases of food/beverages/supplies
- Proficient with MS Office

**Salary range is based on experience and skillset; \$70-85,000 plus bonuses and benefits!**