

Office Manager

RStor was founded with the mission to connect the world's computing resources. The RStorMulticloudPlatform™ is the first to aggregate and automate compute resources from private data centers, public cloud providers, and trusted supercomputing centers on a next generation networking fabric. Headquartered in Saratoga, CA, RStor has raised \$45 million in a series A funding round, led by Cisco Investments. Learn more at <https://rstor.io/>.

At RStor we are building a culture that emphasizes open-minded, collaborative teamwork, and an ability to take responsibility and rise to the challenges of creating major shifts in cloud technology. A demonstrated willingness to step out of your comfort zone and solve problems in new, inventive ways is a must. We're looking for independent thinkers who are comfortable contributing to the larger goals of the team, and nimble enough to adapt to market and data-driven changes.

If you're creative, driven and passionate about applying advanced technology to solve some of the world's biggest and most important problems, you'll be among friends at RStor.

We are looking for a highly-motivated seasoned office manager willing to conquer the office manager role expanding to a broad range of responsibilities. In this role, this candidate will have the opportunity to be exposed to many job functions including but not limited to: office and inventory management, event planning, vendor relations, and office accounting.

Responsibilities:

- First point of contact for all office related inquiries and help direct them to the appropriate department/team member
- Maintain safe and clean reception area, kitchen/lunch room/conference and uphold office standards and aesthetic by conducting daily walkthroughs
- Set up conference rooms for interviews and meetings daily
- Calendar management
- Liaise with facility management and vendors
- Help order, manage and restock food/drink related items on an on-going basis; work with vendors as necessary to initiate/adjust orders
- Maintain inventory of office supplies
- Lunch and Dinner Management
- Sort and distribute incoming mail and packages
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Track corporate card expenses
- Office procurement and Asset Tracking
- Administer full cycle of Accounts payable, Accounts Receivable, Purchase Orders, etc.
- Electronic as well as paper filing of all accounting related documents

Requirements:

- Bachelor's Degree
- Start-up experience
- Proficient in Microsoft Office (including outlook & excel), Quickbooks, Expensify, Dropbox, and Docusign
- Prior experience as Office Administrator or general administrator
- Knowledge of office management and basic bookkeeping
- Strong communication both written and verbal and people skills
- Ability to be resourceful and proactive in dealing with issues that may arise
- Ability to organize, multitask, prioritize and work under pressure
- Customer service orientation

Please send resume to **careers@rstor.io** and the **Title of this position in the Subject of your email.**