

OFFICE MANAGER

AetherWorks is a Software Research & Venture Development firm that is currently building a global marketplace for computing resources. Our patented software ([ActiveAether](#)) equips any computer to host software services just like a “cloud” provider, and we are launching a blockchain-based cryptocurrency, [FogCoin](#), that enables hosts to get paid for renting out processing power.

WHAT WE'RE LOOKING FOR:

AetherWorks is seeking an Office Manager to handle all administrative and logistical aspects of running a (roughly) 20-person office. The Office Manager will be responsible for everything from payroll, HR and bookkeeping to office correspondence and booking travel and events.

We are a start-up environment currently growing our team, so in addition to ensuring the office runs smoothly day-to-day, the Office Manager will be expected to implement new office-wide procedure where necessary. The ideal candidate will be a responsible, proactive individual we can count on to execute without oversight when team members are traveling or at meetings out of the office.

RESPONSIBILITIES:

- Handle external and internal office communication: written, in-person and over the phone
- Manage payroll and benefits for employees (medical, dental, 401k etc.), handle a range of vendor and contractor relationships, work with accountant to file company taxes
- Manage company books through Quickbooks: import bank statements, enter invoices, complete monthly reconciliations, categorize vendors, pull reports as necessary
- Implement office-wide policy for booking travel and events, employee expense reports, new employee on-boarding, etc.
- Provide support to Executive Team, displaying high degree of professionalism and discretion
- Handle all office supply ordering, organization and inventory
- Keep detailed records: office accounts and passwords, digital and physical filing, hardware/software and misc. office inventory

REQUIREMENTS:

- 3+ years of experience in Office Management/Administration, with a track record of tackling a variety of administrative tasks with professionalism and discretion
- Bookkeeping experience: proficiency in Quickbooks accounting software is a prerequisite
- Excellent written and oral communication skills: a short writing sample may be requested during interview
- Exceptional organizational skills and attention to detail
- Experience with HR platforms such as ADP TotalSource is ideal

BENEFITS:

AetherWorks

- A casual, flexible work environment
- A comfortable office overlooking Bryant Park
- Full health, dental, & vision
- 401k match
- Excellent vacation policy