

Assistant Office Manager

Sacramento, CA

Capital Program Management is a consulting firm specializing in project and construction management for public and institutional clients. We are currently seeking an Assistant Office Manager to perform operational office support services and activities. This is an in-office, front desk position -- CPM takes strict care to practice the required COVID safety measures within our office. We have been among the Top 5 in our category awarded by the Sacramento Business Journal's Best Places to Work every year since 2016 - including 2020!

We offer competitive salary and benefits, as well as a company-wide commitment to the continued professional development of each and every one of our team members. There are many avenues for you to train and grow in this position. If this sounds like the kind of career move you've been wanting to make, and if you meet our qualifications, we want to talk with you!

Job Description:

In the role of Assistant Office Manager, you will undertake administrative, facility management and minor IT related tasks. You will work with the Director to ensure the rest of the staff has adequate support, supplies and equipment to work efficiently. You will ensure the smooth running of our company's offices and coordinate office activities and operations to maintain efficiency and culture. The Assistant Office Manager is the first point of contact and "go-to" person for internal staff, visitors and clients. In this role, you will:

- Organize and document office operations and procedures
- Coordinate office related needs such as kitchen supplies, food and snack ordering
- Track office supplies and place orders when necessary
- Manage agendas/travel arrangements/appointments etc.
- Organize the office layout; perform general office and safety cleanings
- Follow up with property manager, track facility needs and issues
- Manage phone (VoIP) system programming for users, and answer calls
- Provide general support to visitors in the office and assist with meeting setups; catering, supplies, video/audio access, etc.
- Manage vendors/suppliers; agreements, invoices, etc.
- Coordinate shipping and mail
- Assist with planning in-house or offsite events such as conferences or celebrations
- Coordinate with IT consultant on all troubleshooting tickets
- Assist with the onboarding process for new hires, including phones, email setup, computers, copier/printers, etc.
- Perform other administrative duties including IT inventory maintenance, purchase requisitions, shipping, and general support to other team members
- Assist project managers whenever necessary with documents, marketing calls and other projects
- Coordinate job site/temporary trailer set up needs

Qualifications:

- Minimum 3 years experience in an office support role
- Exceptional computer skills with proficient level skills in MS Office Suite, including Word, Excel, and PowerPoint – experience in an IT support role is preferred
- Outstanding organizational and time management skills
- Experience coordinating domestic travel arrangements
- Basic understanding of facility management is preferred
- Ability to multi-task with attention to detail and follow through
- Ability to communicate effectively and clearly through verbal and written modes
- Ability to problem-solve with strong decision-making capabilities
- Strong ability to anticipate needs and self-assign tasks with minimal supervision
- Cheerful and energetic personality

How to Apply:

Please submit your cover letter and resume by e-mail, mail or fax. The Human Resources department will contact qualified candidates.

E-Mail to:

jobs@capitalpm.com

Write to:

Human Resources
Capital Program Management
1851 Heritage Lane, Suite 210
Sacramento, CA 95815

Fax to:

Attention: Human Resources

916-553-4200