

Aimer NewYork LLC

54 W 21st St. RM 705
New York NY 10010

Office Manager Job Description:

- **Organizing Office Operations:** Maintain efficient office services by organizing day-to-day operations and procedures.
- **Vendor and Service Provider Management:** Manage relationships with vendors, service providers, and the landlord. Ensure that all items are invoiced and paid on time. Negotiate contracts and pricing with office vendors, service providers, and office lease agreements.
- **Document Management:** Ensure that filing systems are well-maintained and up to date, making it easy to access and retrieve important documents.
- **Office Equipment:** Coordinate with the IT to ensure the proper functioning of office equipment, including computers, printers, and communication systems.
- **Financial Management:** Prepare payroll and manage bank and credit card transactions. Process invoices and payments while maintaining accurate financial records. Manage cash flow. Assist and review monthly financial reports and all tax documents that is prepared by external CPA firm.
- **Financial Objectives:** Take responsibility for meeting office financial objectives. This includes preparing the annual budget, planning expenditures, analyzing budget variances, and implementing necessary corrections.
- **Scheduling and Coordination:** Assist in organizing meetings, conference calls, and video conferences between teams, and provide real-time translation when necessary. Translate written and verbal communications between teams, ensuring accuracy and clarity in messages.

Requirements:

Languages: Fluent in both spoken and written English and Chinese (Mandarin).

Accounting and Administrative Knowledge: Proficiency in accounting, data management, and administrative practices and procedures.

Communication Skills: Excellent written and verbal communication skills to interact effectively with team members, vendors, and clients.

Organizational Skills: Strong organizational and multitasking abilities to ensure the smooth functioning of the office.

Attention to Detail: High attention to detail to handle financial records, contracts, and documentation accurately.

Problem-Solving: Ability to analyze problems and implement solutions effectively.

Tech Proficiency: Familiarity with office software and equipment, including Microsoft Office Suite and basic IT troubleshooting.

Annual Salary range : 80K- 100K depending on experiences.

Benefits: 401K plan with 3% employer match, Health Insurance Platinum Plan + Dental and Vision, PTO available.

In office days from Monday to Thursday from 9AM to 5 PM
Friday is working from home day from 9-5pm.