

## ABOUT SNP

Founded in 1992, SNP is a dynamic company that evolves quickly to meet our customer's needs. Our mission is to make our customer's message as clear and memorable as possible, a feat we accomplish through *content* support, *communications coaching*, and *creative* development. We recognize that no two customers are the same and our approach can't be either. This means that our employees must be as adaptable and creative as our methods, and must thrive in our fast-paced, collaborative work environment. Join us in searching the world for good people and helping to make their truth persuasive.

As an Office Manager, you are the face and voice of our headquarters, and set the tone for all the work that we do here. You are responsible for keeping our day-to-day operations running smoothly as well as maintaining a positive, organized, and upbeat office atmosphere. Ambitious and assertive, you're dedicated to the smaller details and are proactive, flexible, and comfortable balancing multiple tasks. Reporting to the General Manager, this role focuses on administrative support, project management and supporting backend operations.

This full-time position includes continuous training, based on interest and need, covering the full range of SNP offerings. It also offers excellent opportunities for growth and career advancement both within SNP and externally. By joining SNP you'll have a chance to work with some of the world's biggest innovators of today and tomorrow.

## YOU'RE RESPONSIBLE FOR:

- Coordinating logistics for in-house and external meetings, video conferencing engagements and conference calls
- Maintaining office efficiency and operations (stocking the kitchen and supply closet, arranging necessary repairs, upkeep, safety and office modifications as needed, assisting in budget management)
- Hosting all in-house and off-site classes and events, welcoming visitors and being the point of contact for mainline calls and deliveries
- Initiating complex, high-level, multi-phase tasks and seeing them through to completion with minimal assistance

**WE'D LIKE YOU TO HAVE:**

- Bachelor's Degree
- 1-2 years of experience in office management or administration
- A "no project too large or too small" attitude
- A high degree of professionalism
- Excellent communication and writing skills for customer correspondence
- Flexibility in the face of regularly changing schedules and activities
- Organization and prioritization skills

**WHILE BEING:**

- Ambitious, assertive and proactive
- Enamored with your job, enthusiastic and eager to help and learn whenever you can
- Available and willing to occasionally work outside of office hours, when required
- Able to laugh at yourself when necessary and to make your coworkers laugh as often as possible
- Confident enough to ask questions and bring ideas forward
- A team player who is comfortable working in a highly autonomous, fast-paced environment with a flat management structure

If you think your skills and experience match what we're looking for, please submit your resume and a cover letter to [careers@snpnet.com](mailto:careers@snpnet.com)