

Office Manager

We are seeking a skilled Office Manager to join us in our new office in Englewood, CO. The Office Manager will be responsible for providing administrative and operational support services to ensure the smooth operation of the Viveve office. Major duties include the following:

- Answer incoming telephone calls and greet visitors.
- Order office supplies, ensure adequate stock and maintain well organized office supply storage area.
- Maintain clean and well-organized kitchen and common areas.
- Interface with landlord and vendors in resolving facilities issues.
- Coordinate meetings and conference room scheduling.
- Maintain non-disclosure agreements database and filing (both electronic and hard copy).
- Provide administrative support to HR department including assistance with recruitment and onboarding processes.
- Maintain well organized, updated files.
- Manage incoming and outgoing mail.
- Assist in the deployment of IT equipment and triage employee computer problems and office A/V equipment.

Qualified candidates must possess the following:

- Bachelor's degree is preferred
- Minimum of four years of related experience
- Excellent verbal & written and communication skills
- Strong Microsoft Office skills required.
- Strong communication and interpersonal skills.

Send your resume to: careers@viveve.com