

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 office, 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 up-beat office atmosphere. You love the little details and are proactive, flexible, and comfortable balancing multiple tasks.

You're responsible for:

- Coordinating logistics for in-house and external meetings, video conferencing engagements and conference calls
- Maintaining office operations (stock the kitchen and supply closet, assist in budget management)
- Greeting visitors and being the point of contact for mainline calls and deliveries

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 and writing skills for customer correspondence
- Flexibility in the face of regularly changing schedules and activities
- Organization and prioritization skills

While being:

- 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



We are not currently hiring for this position but we will review resumes as the need arises. 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