

Job Profile

Job Title:	Office Manager/Business Coordinator
Job Location:	Brooklyn, NYC
Department:	Sunamp Projects, Inc
Reporting to:	US Business Development Manager/General Manager
Job Purpose:	To coordinate and manage all administrative and accounts office support activities whilst acting as the first point of contact to signpost all end user, service support, sales and facilities enquiries to the relevant team member based internationally.

Responsibilities

Operations

- Perform daily administrative and office related tasks using central in house software systems.
- Planning, running, weekly, monthly and other relevant meetings, both internally and externally.
- Developing agendas, recording actions, setting calendar invites, providing logistical support.
- Distributing NDA's with wider audience and consult with third parties when required.
- Interaction with all senior level managers, customers and third parties.
- Greeting any face to face visitors and ensuring meeting venues meet the requirements of the business.
- Schedule and coordinate logistics for office events
- Develop solid working relationships with various teams based internationally.
- Support the planning and roll out of projects as directed by the US BDM.
- Ensure excellent housekeeping of all working documents is maintained using in house central systems.
- Assisting with travel plans when required .
- Play a pivotal role in championing and perpetuating the culture and ethos of the office whilst not losing site of the Sunamp vision.
- Assist with new hires and any onboarding activities as directed by the COO and CPO
- Create and maintain the office environment. Ensuring that the office is functional, efficient and the primary point of contact with maintenance and service requests. Any ongoing or more serious issues should be brought to the attention of the COO.
- Act as an Ambassador at all times to ensure the Sunamp vision and culture is supported and maintained.

Health and Safety

- Acting as a compliance officer to ensure that Health & Safety measures are considered, maintained and reported in accordance with company policy.

Financial

- Work alongside the Chief Financial Officer to provide any necessary financial reporting.
- Review, order and stock inventory of any office supplies required using the internal PO system
- Working alongside the CRO and COO to provide an update on operational budget and any requirements that have been put forward by other team members.

Skills & Qualifications

- A minimum of 3 years experience in a start up operation
- Degree qualified
- Ability and desire to learn new skills and product information.
- Strong communication skills both verbal and written.
- Self starter with ability to manage a busy and demanding workload
- Confidence to work using own initiative with excellent use of time
- Ability to reach out and source level of support required from team members when needed.
- Excellent problem solving skills
- Advanced user in Office 365
- Experienced at using in house data systems
- Positive and professional attitude
- An office related qualification such as

Basis and Values:

- Able to respect the basis of, and work with, our values, showing a commitment to, and understanding of the Sunamp Ltd culture.

This role profile outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and this role profile may, be amended in consultation with the post holder