

Office Coordinator / Executive Assistant

JOB SUMMARY:

Provide administrative support to the Human Resources Department and ensure the smooth operation of the Viveve office.

MAJOR DUTIES AND RESPONSIBILITIES:

- Answer incoming telephone calls and greet visitors; includes using ring bell to interact with visitors.
- Order office supplies and ensure adequate stock. Maintain well organized office supply storage area.
- Maintain clean and well-organized breakroom and common areas.
- Oversee and maintain office equipment, in conjunction with IT as appropriate, for uninterrupted function.
- Coordinate all aspects of the office space/infrastructure planning (moves, adds, and changes to workstations and furniture.
- Interface with landlord and vendors in resolving all facility related issues.
- Support office operations, maintain and create procedures, communication, and safety.
- Promote team building and morale across the company.
- Coordinate conference room schedule and A/V operation.
- Order catering for the office as appropriate and assist with coordination of corporate events.
- Coordinate transportation and accommodation arrangements for Senior Leadership and Board Members as needed.
- Maintain files of employment related documents including non-disclosure agreements, contracts, offer letters, resumes, etc.
- Provide administrative support and support to HR department.
- Assist with presentation creation, maintain Company documents such as organizational charts and phone lists, and update accordingly.
- Maintain and update company-wide and corporate office events calendar.
- Assist in calendaring and scheduling for candidate interviews; coordinate transportation and accommodation arrangements as needed for potential candidates.
- Assist in coordinating company events, such as company outings, holiday gatherings, trainings, etc.
- Provide administrative support to Viveve employees as needed.
- Maintain well organized updated files.
- Manage incoming and outgoing mail.
- Schedule meetings as requested; assist senior leadership with meeting scheduling as needed.
- Assist with onboarding processing of new hires; coordinate new hire training schedules.
- Complete projects and tasks in a timely manner consistent with corporate objectives. Keep management informed of changes in work schedule and/or workload.
- Regularly recommend and implement improvements in the department.
- Support company goals and objectives, policies and procedures, Good Manufacturing Practices, and FDA/MDD, and OSHA regulations.

SKILLS/QUALIFICATIONS/COMPETENCIES:

- Excellent verbal & written and communication skills.
- Advanced Microsoft Office Skills required.
- Organization and time management skills.
- Strong customer service skills, interpersonal skills, flexibility, and professionalism.
- Ability to maintain confidential information, ability to show discretion.

EDUCATION REQUIREMENTS:

- Bachelor's degree preferred.

EXPERIENCE REQUIREMENTS:

- 3-5 years of related experience.

Salary range: \$50,000 - \$55,000

Viveve, Inc. is an equal opportunity employer.