

## OFFICE MANAGER/RECEPTIONIST

Risa Heller Communications is a leading public relations and strategic communications consultancy based in New York City. We are looking for an office manager/receptionist to help manage and maintain our office infrastructure and serve as the initial point of contact for guests who enter the office.

### Primary Responsibilities

- Promptly greet guests as they arrive at the office in a friendly and professional manner
- Open the office each morning and tidy the reception area by the start of business
- Manage the physical space of the office, including the kitchen, and ensure it is clean, stocked and organized
- Ensure the firm has the resources and supplies it needs to conduct day-to-day business
- Process all incoming and outgoing deliveries, coordinating with building as needed
- Schedule conference room and coordinate meeting set-up and logistics
- Manage relationships with vendors and building services and oversee vendors while they are onsite
- Oversee office equipment and arrange for necessary repairs and maintenance; work with IT vendors to troubleshoot issues
- Manage software subscriptions and licenses
- Compile media coverage reports for prospective clients and assist in onboarding new clients
- Support onboarding for new staff (setting up workspace and IT resources)
- Organize and oversee office culture events, from lunches to other team building functions that promote office cohesion – arranging catering, room configuration and set-up, and supervising activities during events
- Administrative support as needed, including light bookkeeping activities

### Core Competencies/Qualifications

- 1-3 years experience providing operations or administrative support in an office setting
- Outstanding communications, interpersonal and management skills
- Self-motivated and able to anticipate the office's needs and utilize available resources to troubleshoot
- Ability to navigate shifting priorities and demonstrate good judgment in decision-making

The compensation for this position is commensurate with experience. The anticipated annual salary range is between \$55,000 and \$65,000. RHC provides generous benefits including coverage for medical, dental and vision insurance, flexible spending accounts, 401(k) with employer contribution, paid parental leave and time off for vacation, holidays and sick leave.

Please email a cover letter and resume to [jobs@risaheller.com](mailto:jobs@risaheller.com).