

## Job Description

### Office Manager

SPHERE is seeking an Office Manager to provide administration, oversee policy and procedure, and coordinate and communicate with office staff. The ideal candidate will be organized, possess the ability to handle a wide range of administrative duties, and other supportive tasks. Candidate must be able to thrive in a fast-paced environment. Additionally, they should be able to work independently with little or no supervision.

Our team is the heart of our company and thrives on collaboration! Our agile approach builds teamwork in everything we do. The candidate will be working closely with an energetic and diverse group of individuals. Our management team is exceptionally talented and aspires to inspire others with innovative technical solutions. As SPHEREians we work very hard, but we also have fun.

#### Essential Functions:

- Support with project administration tasks including setting up conference calls, scheduling meetings, and compiling expense reports
- Manage office responsibilities including answering phones, ordering supplies, filing, greeting guests, coordinating day-to-day office matters
- Coordinate travel arrangements including flights, visas, cars, hotels, and other reservations
- Manage software licenses and renewals
- Coordinate with System Administrator to manage office tech equipment including internet, phones, computers, and printers
- Provide Human Resource support including posting job ads, scheduling interviews, maintaining employee information, and conducting employee onboarding
- Personal assistance to CEO
- Manage calendars for executives, birthdays, off-site excursion planning, etc.
- Special projects as assigned

#### Requirements:

- A minimum of 1-3 years' experience in executive assistance or office managing
- Proficient in Microsoft office. i.e. Excel, PowerPoint, Word.
- Can develop new processes and workflows, and improve upon existing ones
- Very organized and able to adjust to changing priorities
- Self-starter and fast learner who is personable, articulate, detail-oriented, and a team player
- Ability to work in a professional manner and handle confidential information with discretion



- Ability to think creatively, highly driven, and self-motivated
- Strong oral and written communication skills are a must
- Must have legal authorization to work in the United States

## To Apply

Send your resume to [careers@sphereco.com](mailto:careers@sphereco.com)

## About Sphere

SPHERE is an industry-disrupting organization that has redefined how companies achieve controls across their environment. We've productized 10 years+ of experience into a purpose-built automation platform, SPHEREboard. The solution provides an innovative approach, starting with collection and incorporating remediation, of your most critical data, privileged accounts, on-prem Messaging and O365 assets. Our mission is to provide best-of-breed software and services for all your access governance needs. Our office is headquartered in Newark, NJ, across from the Newark Prudential Center and Newark Penn Station.

SPHERE is an equal opportunity employer. Applicants will be evaluated without regard to race, color, religion, sex, national origin, disability, veteran status, and other legally protected characteristics.