

Job Description

Office Manager

SPHERE is seeking an Office Manager to assist with daily office operations. The ideal candidate will be highly organized and possess the ability to handle a wide range of administrative duties 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:

- Register and greet guests and visitors
- Receive mail and packages and distribute
- Manage office supplies and inventory
- Ensure kitchen is properly stocked and order items as needed
- Assist with employee onboarding including badge requests, seating assignments, and desktop setup
- Coordinate with System Administrator to manage office tech equipment including internet, phones, computers, and printers
- Coordinate with building management on fire and safety issues
- Act as single point of contact for all internal facilities related issues including HVAC, workplace conditions, contractors, etc.
- Maintain safety protocols and procedures and preform regular safety trainings with employees
- Assist with travel arrangements including flights, visas, cars, hotels, and other reservations
- Assist with event planning such as birthdays, holiday parties, and company off-site excursions
- Provide additional administrative support as necessary including scheduling meetings, maintaining calendars, and conducting research

Requirements:

- 1+ years of experience in an administrative role
- Proficient in Microsoft office. i.e. Excel, PowerPoint, Word
- Detail oriented with strong organization skills



- Self-starter and fast learner who is personable, articulate, 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
- Must have legal authorization to work in the United States

To Apply

Send your resume to 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.