

**Position Title:** Octane Office Manager

**Time Requirement:** Full-Time

**Location:** Aliso Viejo, CA

Octane convenes and enables the Southern California Tech and MedTech business ecosystem by connecting people, resources and capital. We will help create 55,000+ high-paying technology jobs in Southern California by 2030 through our Signature Events, LaunchPad SBDC accelerator, as well as our Octane Enterprise Solutions (OES) business.

The **Octane Office Manager** will be responsible for managing and coordinating administrative activities for the organization.

**Essential functions include:**

- Manage the daily operations of the office
- Provide administrative support duties for the CEO and CAO
- Provide administrative support for Board of Directors-related activities
- Manage employee onboarding/offboarding activities, payroll and trainings
- Provide administrative support for Accounting such as Accounts Payable, Expense Management, & Banking
- Other duties as assigned

In addition, the Office Manager, as part of the Octane team, will assist with Octane Events, Annual Partnership and Membership, LaunchPad SBDC, Octane Foundation for Innovation, Octane Enterprise Solutions, and other Octane activities as assigned.

**Knowledge, Skill and Experience:**

Minimum Education (or substitute experience) required:

- Bachelor's degree

Minimum Experience required:

- Minimum 3+ years of experience with corporate administration
- Experience working with C-level executives
- Experience working in deadline-driven environments
- Experience handling multiple assignments simultaneously
- Experience working in team environments



## Job Description – Office Manager

### Skills Required:

- Strong organization skills
- Keen ability to prioritize and manage projects and tasks
- Apply critical thinking skills to solve problems and contribute to goals
- Ability to prioritize, meet deadlines, and maintain high productivity levels at all times
- Strong contributor in collaborative, team environments
- Have and demonstrate acute attention to detail
- Self-starter, ability to recognize gaps and opportunities, shows initiative
- Deliver a high quality of work output
- Demonstrate leadership skills, including personal and professional leadership in every role you assume
- Ability to communicate effectively in verbal and written interactions
- Strong capabilities with Microsoft Office, including Excel, PowerPoint, & Word
- Salesforce and QuickBooks experience a plus

### To Apply:

Please send your cover letter and resume to [janelle@octaneoc.org](mailto:janelle@octaneoc.org).

### About Octane:

More information is available online at [www.octaneoc.org](http://www.octaneoc.org).