

Office Manager

Bellevue

Client Service

Full-time

Avier is one of Bellevue's fastest growing financial advisory firms and we are looking to hire an Office Manager. Avier has a wonderful culture that focuses on serving our clients well while having a great time doing it. We believe in a work life balance, and we collaborate with team members to make sure work is accomplished. Avier focuses on the tech community and how to help tech employees maximize the benefits available to them through their work.

We pride ourselves on a culture of education, which is reflected in our highly credentialed staff. We have 15 CFP® professionals, 3 CFA Charterholders and 2 MBAs.

The Office Manager serves as the point person for Avier's primary office in Bellevue.

Office Manager Role:

- Serving as support to Human Resources (expense reimbursement, benefits coordination, payroll, processing invoices).
- Serving as support to Marketing (Active Campaign, Webinar, website and Wordpress).
- Serving as support to Compliance.
- Overseeing the day-to-day operations of the office. Managing file systems, correspondence, and employee lists.
- Maintaining office equipment and supplies, including ordering stationery and IT equipment. They also manage vendor relationships and coordinate food deliveries.
- Managing the office's space and infrastructure, including moves, additions, and changes to workstations.
- Hospitality in the office and as follow up with clients (ordering and tracking gifts).
- Communicating with employees, customers, and visitors, and building management.
- Ensuring that health and safety policies are up to date.
- Booking travel and accommodation, organizing company events and conferences.

Candidate Experience:

- Ideally 3 years of proven experience in office administration.
- Excellent organizational and multitasking abilities.
- Proficient in the Microsoft suite and ideally familiar with Salesforce.
- Outstanding communication and interpersonal skills.
- Experience with payroll, specifically ADP, is a plus.

Compensation:

Avier provides competitive compensation as well as other benefits. The Office Manager position receives:

- Competitive Salary
- Firm Bonus based on profitability
- 401k match
- Insurance coverage and employer HSA contributions
- Paid Time Off

Candidate Compensation will vary by experience and is competitive with industry averages.

Please submit Resume and Cover Letter to jp@avieradvisors.com