

Office Manager

Sensel is seeking to hire an experienced and productive Office Manager to support a startup team developing products based on the world's most advanced touch technology.



Responsibilities

- Assist our controller with expenses and other bookkeeping / accounting tasks
- Pay bills and ready bills for approval by CEO
- Manage Invoices/ Purchase Orders for procurement team
- Maintain and track office management expenses and budgets
- Keep kitchen area stocked with food, snacks & beverages
- Answer phones, greet visitors, and handle inbound and outbound mail and packages
- Keep conference rooms organized
- Organize catered meals and team social events
- Establish, document and communicate office policies and processes
- Maintain floor plans and seating charts including employee moves
- Handle building management and facilities issues
- Order & maintain office supplies and order lab equipment and supplies as requested
- Maintain and organize material sample inventory
- Maintain supplier lists and frequently ordered materials
- Participate as needed in special projects
- Order business cards and marketing materials for events (printed flyers, t-shirts, etc)

Requirements

- Attentive to detail
- Stay calm and organized in the face of competing priorities
- Must have an understanding of office administrative tasks
- Exceptional computer skills and must be clearly internet savvy including Google Docs
- Excellent written and verbal communication skills
- Strong planning and organizational skills
- Comfortable with a dynamic environment
- 2 year degree with 4 years experience, or 8 years experience

Bonus Skills

- 4 year degree
- Accounting / Finance background
- IT & computer setup
- Laboratory safety experience

About Sensel

Sensel is a VC-backed startup based in Mountain View, CA. It was founded in 2013 by Ilya Rosenberg and Aaron Zarraga. The focus of the company is to develop the next generation of input devices utilizing their patented Pressure Grid technology. Pressure Grid technology enables new user interactions through the added dimension of multi-touch pressure. Sensel launched its first device, the Sensel Morph, on Kickstarter in mid-2015, closing the campaign at over 700% of the original goal and is now focused on production of the Morph as well as developing third party applications of Pressure Grid Technology.