



<b>Position Title:</b>	Office Manager
<b>Department:</b>	Operations
<b>Hiring Manager:</b>	CFO
<b>Date Opened:</b>	March 2021

**We are a team of experts from multiple disciplines who have come together driven to bring hope with life-changing therapies to patients and their families.**

**Position Summary:**

Reporting to the CFO, the Office Manager will organize and coordinate office administration and procedures in order to ensure organizational effectiveness, efficiency, and safety across the company. The Office Manager is responsible for overseeing facility and IT requests, vendors, space management, delegating tasks and providing support across the organization. The position requires an energetic professional who is eager to contribute broadly and have varied responsibilities. The successful candidate will have experience in handling a wide range of operational and administrative tasks, the ability to work independently, be well organized, flexible and enjoy the challenges of supporting a small fast paced office.

**Responsibilities:**

- Facilities management, including coordination with building management and facilities vendors and responsibility for maximizing the extent to which our office space can meet the changing needs of the company as we grow
- Principal point of contact with Catabasis's IT Managed Service Provider, responsible for monitoring IT service requests to ensure timely and satisfactory resolution of all trouble tickets
- Responsibility for onboarding new hires and offboarding departing team members, ensuring adherence to Catabasis's on/offboarding checklists, including coordination of equipment and workstation requirements
- Oversight of equipment services, including desktop hardware, telecommunication, printers, mobile communications, and other office equipment
- Oversight of staff services, including office supplies, café supplies, and catering
- General administrative support across the organization
- Active participation in the planning and execution of company events
- Partnering with HR to maintain office policies
- Participation in long-range facilities planning and real estate projects
- Ad hoc projects as required

**Requirements:**

- Proven office management, administrative or assistance experience
- Excellent time management skills and ability to multi-task and prioritize
- Attention to detail and problem solving skills
- Excellent written and verbal communications
- Strong organizational and planning skills
- Proficient in MS Office
- BA/BS or previous office management experience