

Office Manager

About Us:

Are you ready to work with an industry leading team, creating cutting-edge high-tech systems that redefine guest experiences in the immersive themed attractions industry? Are you excited about working with creative and passionate technologists? We love telling stories using cutting-edge technology. Our curiosity fosters innovation, and our dedication to excellence earns the trust of customers, end-users, and teammates. As a key team member, you will play a crucial role in creating an exceptional workplace and grow with us as we expand our business.

TechMDinc is recognized as a world leader in technology applications for theme parks, museums, stadiums, and performance venues. As an Audio/Video/Controls design, engineering and production firm working with the leading names in the themed entertainment industry, we design audio, video, and computer control systems, as well as provide professional engineering support to our clients. Our amazing team is driven to deliver exceptional results, time and time again. We are looking forward to welcoming new team members who will share our commitment and our joint values of Trust, Passion, Innovation, Collaboration and Dedication to Excellence.

Role Description

This is a full-time, on-site role for an Office Manager. As Office Manager you will be responsible for managing day-to-day office operations including coordinating staff HR resources, business communications and recordkeeping, and facilities management oversight. You will also work closely with our department leaders, finance, and professional services teams to provide support as needed for business functions and events.

Essential Job Functions

- Interface with staff and our HR and benefits providers to facilitate and support our staff/company HR needs.
- Oversee day-to-day facilities management including managing outside providers such as IT Support, Janitorial, Access Control/Alarms, and HVAC maintenance.
- Ready conference and mockup facilities; managing food service, coffee, and snacks; helping with employee and customer event setup and operations.
- Working with outside travel agency to coordinate employee/project travel.
- Oversight and coordination of office furnishing and fixtures.
- Managing office communications including handling multiple email boxes, business filings, mail, and outbound shipping.
- Other administrative tasks and duties, as needed.

Qualifications

- 2-5 years in a similar role, overseeing the inner workings of a small to medium sized company
- Ability to prioritize and manage multiple tasks with high attention to detail
- Strong People and Communications Skills
- Familiarity with Microsoft Office Suite, Adobe Acrobat, and other administrative software
- Administrative and Executive Administrative Assistance skills
- Clerical Skills, including data entry, filing, and recordkeeping
- Knowledge of basic accounting principles is a plus
- Candidates must be able to reliably commute to and work in office environment in Burbank, California

Compensation: \$66,650 - \$75,000 Annually, plus benefits