

**ABOUT ADVISORNET FINANCIAL**

AdvisorNet Financial has been an innovative leader in the financial services industry for over 60 years. We provide the services and support independent financial advisors rely on to operate their firms efficiently and competitively. Over the years we've developed a vast network which allows us to provide our 300+ independent advisors access to the support services and industry partners that advisors in large institutions enjoy without having to be part of a large institution. For more information, please visit us at [www.advisor.net](http://www.advisor.net).

You will be a great fit if you enjoy working with people and data in a very dynamic, fast-paced environment. Our group requires people to be friendly, outgoing, and to thrive in an environment working on and in the business at the same time.

**RESPONSIBILITIES****Overview:**

At AdvisorNet, the Office Manager plays an integral role in the daily operations of our multi-location business. In this role, you will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and fiscal responsibility. You will be responsible for keeping the business operating smoothly on a day-to-day basis and have your hand in everything. You will report to the AVP of Human Resources and also assist with human resources projects such as recruiting, data-entry, and employee events.

**Key Areas of Responsibilities:**

- Manage relationships and service requests with vendors, suppliers, service providers and landlords.
- Maintain policies and procedures, coordination of electronic record retention and distribution, and implementation.
- Assist with office layout planning and office moves; maintain organizational chart, headcount spreadsheet and office map on monthly basis.
- Act as point person for maintenance, mailing, shipping, supplies, equipment for multi-location corporation.
- Oversee and manage corporate accounts such as Aramark, FedEx, UPS, USPS, Amazon, Instacart, Bitesquad, etc.
- Manage office supplies inventory and place orders.
- Act as collaborative resource for departments to support business operations.
- Point of contact for our sub-tenants
- Identify opportunities for process and office management improvements, design and implement new systems.
- Assist with contact updates, run and distribute regular reports and maintain high level of data integrity in corporate CRM (Salesforce).
- Miscellaneous duties as applies such as filling printer paper, filling soda machine, etc.
- Act as back-up for front desk for breaks, vacations, illnesses, and unexpected absences – including answering phones.
- Answer phones within ANF phone queue
- Open the office, including but not limited to making coffee, setting up conference/training rooms for the day.
- Close the office, including but not limited to turning off lights and ensuring the kitchen and shared areas are picked up/organized.
- Maintain a professional workspace and overall office appearance, including but not limited to the reception desk, vendor area and conference rooms.
- Greet advisors, clients, visitors, and guests; determine the purpose of each person's visit and direct or escort him/her to the appropriate location.
- Order food and coordinate delivery for meetings on an as-needed basis.

- Manage mail delivery.
- Perform administrative and clerical support tasks as assigned.
- Assist in human resources projects such as recruiting, data-entry into HRIS system, and coordination of employee events.

#### QUALIFICATIONS

- 5+ years' experience in an administrative/office management role.
- Bachelor's degree in business administration, communications, or a related field.
- Experience with Salesforce, SmartOffice, or other CRMs.
- Must be proficient with Microsoft Office and Google products.
- Must be able to lift 10+ lbs.
- Must have exceptional attention to detail and strong critical thinking skills.
- Strong organizational and time management skills, and ability to prioritize.
- Must be a self-starter, driven and show proven ability to work independently.
- Excellent communication and interpersonal skills.
- Strong problem-solving skills and analytical abilities.

*Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, might be required.*