



**Clark Construction Group - California, LP**  
180 Howard Street Suite 1200  
San Francisco, CA 94105 ([map it](#))

### **Clark Construction Group Office Manager - San Francisco**

#### **Job Description:**

We are seeking an enthusiastic and energetic Office Manager to join our San Francisco office. The ideal candidate is well-organized, adaptable, and an active thinker who always looks for the best approach. The Office Manager must be able to work independently and enjoy the administrative challenges of supporting a diverse team including senior leadership and multiple departments. In coordination with the leadership team, the Office Manager is responsible for overseeing the day-to-day operations of the San Francisco office.

#### **Responsibilities:**

- Provide operational and logistical support to senior leadership.
- Coordinate busy schedules, interacting with both internal and external parties.
- Deliver exceptional service to all internal and external clients and visitors.
- Organize travel needs and prepare detailed travel itineraries for San Francisco leadership using Clark's travel site – Egencia.
- Handle event planning to include involvement with volunteering initiatives, office parties, social events, all-hands meetings, and new hire orientation coordination.
- Inventory, track, & order office and kitchen supplies; ensure workspace and kitchen are neat, clean, & organized.
- Manage invoicing and expenses via Coupa system to include VP-level expense reports.
- Oversee various vendors and related duties including maintenance, mailing/deliveries, office supplies, equipment, furniture, catering & food/beverage, office cleaning, and errands.
- Property Management Liaison. Ensure rent & utilities are being paid, manage access to parking and suite.
- Maintain office security by following safety procedures and controlling access via the reception desk (manage logbook, issue vendor keys).
- Provide an exceptional workplace experience - from answering the main line to greeting someone at the front door.
- Communicate all internal messaging related to the daily operations of the San Francisco office and region.
- Oversee health and safety regulations within the office; when needed, ensure Covid protocols are in place and are being followed.

- Handle internal meetings as well as conference room coordination and support.
- Prioritize and manage multiple projects simultaneously.
- Maintain accurate documentation and filing systems.
- Other duties may be assigned, as necessary.

### **Qualifications**

- 5+ years experience in an Office Manager or similar role supporting senior leadership and/or a department.
- Demonstrated ability to 'think on your feet' and solve problems.
- Personal confidence and a passion for customer service.
- Can-do attitude with superior organizational skills and accuracy.
- Ability to maintain confidentiality in all aspects of job responsibilities.
- Clear and concise written and verbal communication skills.
- Ability to juggle multiple competing priorities under deadlines.
- Must be advanced in Microsoft Office applications. Google Suite is a plus.
- Ability to navigate online platforms, such as WorkDay, Salesforce, Coupa, & Egencia.
- Ability and willingness to work occasional early mornings, evenings, and/or weekends as needed.

**To apply:**

Please visit [our website](#)