



Office Manager

Full Time Opportunity; Berkeley, CA

About Noble Thermodynamics

Driven by our mission to radically and quickly reduce the world's carbon emissions and accelerate the transition away from fossil fuels, Noble Thermodynamics is bringing to market its breakthrough in power generation technology offering zero-carbon, dispatchable, and affordable power. Our technology is a reciprocating engine with no exhaust!

We seek to grow our team with individuals who share our core values of professional excellence, perseverance, integrity, and team spirit, and who strive to build strong and genuine relationships with their peers. Most importantly, we celebrate diversity, work to achieve equity, and are committed to creating an inclusive environment among our growing team.

Noble Thermodynamics is a cleantech R&D startup rooted in Berkeley, CA backed by the U.S. Department of Energy, the U.S. National Science Foundation, the California Energy Commission, and top tier industry and academic partners. More information can be found at www.noblethermo.com.

Position Summary

Noble Thermodynamics is in search of an exceptional, kick-ass Office Manager; a resourceful, dependable, and detail-oriented individual who can roll up their sleeves to push aside red tape and get things done. The ideal candidate will be personable, a masterful organizer, and excited to take a hands-on role in a variety of tasks to keep our company running smoothly so that the team can stay focused on driving the company forward. We are a young startup, so adaptability and excitement to learn are critical – you will have the opportunity to explore a wide variety of responsibilities and expand your skill set. While we are looking to fill a full-time position, we are flexible on hours per week for this position depending on the needs of the applicant as well as their experience and expertise.

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Responsibilities

- Coordinate office activities and company operations to include but not limited to payroll and human resources, expense tracking, and internal communications.
- Develop and implement standard office/administrative procedures, keeping the company operations running consistently and smoothly.
- Organize and maintain company's files and documents, tracking inventory and supplies and placing supply orders when necessary.
- Supervise and assist in scheduling company meetings, making travel arrangements, purchasing equipment and supplies, and tracking corresponding invoices, receipts, and reimbursement requests.
- Attend critical meetings, take minutes, and handle their distribution.
- Maintain a positive image of the company by welcoming and chaperoning visitors, managing incoming phone calls and handle company correspondence (e-mail, letters, packages etc.).
- Actively aid with government grant management (keep track of timelines, manage compliance requirements, compile invoices, etc.).
- Lead the arrangements of company's social events and keep a pulse on team members' morale and satisfaction.
- Other special projects as assigned.

Qualifications

- Relevant practical experience in a professional office environment with a track record of problem solving and resourcefulness.
- Excellent organizational, time-management skills and multitasking abilities.
- Outstanding verbal/written communication and interpersonal abilities.
- Driven and self-directed, enthusiastic contributor with the ability to drive decision-making.
- Intrinsically driven towards organizing people, events, supplies, regulations – you name it!
- Strong computer skills with experience using office management tools (in particular working with spreadsheets) and office equipment.
- Positive attitude and a strong desire to help others. Believes in fostering a tightly-knit productive workspace.

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- Familiarity with basic accounting principles and facility management procedures.
- Demonstrated ability to operate and thrive in a collaborative as well as independent, dynamic, fast-paced environment.
- Great attention to detail and appreciation for quality of outcome.
- Must have strong initiative and be able to take action on routine matters, be able to handle all activities with confidentiality, and high level of independence.

Bonus Qualifications

- Experience with government grant management.
- Experience with back-office services like Gusto and T-Sheets.
- Proficient knowledge with cloud based office software such as Google Suite.
- Office Administration experience: 5 years (preferred)

Employment

Type: Full Time

Location: Berkeley, CA.

Condition: Authorized to work in the United States.

Benefits

Competitive salary and stock options.

Health, Vision, and Dental coverage.

Paid time off: Vacation, Holidays, Sick leave, and Parental leave.

Disclaimer

Noble Thermodynamic Systems, Inc. is an Equal Opportunity Employer and does not discriminate on the basis or perception of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status or any other consideration made unlawful by federal, state, or local laws.

It is company policy to perform background checks and review candidate references. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. Noble Thermodynamic Systems, Inc. participates in the E-Verify Program.