



Office Manager

We are Velan Studios, an independent game developer in Troy, NY, focused on creating ground-breaking innovative game experiences across existing and emerging platforms. We are growing rapidly and need an exceptionally organized and responsible Office Manager to help keep everything running smoothly across our office, ensuring high levels of organizational effectiveness and communication.

Responsibilities

- Support company operations by maintaining our day-to-day office systems and procedures; this may include activities like controlling correspondence; designing documentation management systems; entering invoices and receipts, preparing bill payments and reviewing & managing supply and purchasing requisitions.
- Maintain office efficiency by planning, documenting and implementing office systems, procedures, layouts, and equipment procurement.
- Serve as primary point of contact with facility management and vendors to maintain the office condition and arrange necessary repairs.
- Partner with HR to assist with various recruiting, benefit and office administration duties as necessary (e.g. maintain employee files, update online employee intranet page, book travel, schedule on-site interviews, etc.).
- Assist in the onboarding process for new hires.
- Coordinate with IT department for a smoothly running office work environment.
- Partner with Finance to ensure that all invoices are paid on time; develop a system for timely automated payment of recurring orders.
- Manage contract and price negotiations with office vendors and service providers.
- Order supplies and equipment as needed, in line with company budget.
- Assist in accounting procedures and processes; including, but not limited to bank and account reconciliations and month end/year-end financial closing support.
- Provide general support to visitors.
- Plan in-house or off-site activities such as conferences and celebrations.

Requirements & Qualifications

- Knowledge of office administrator responsibilities, systems and procedures
- Experience in working with both internal and external customers, greeting visitors, handling phone calls and calendars
- Proficient computer skills, including Microsoft Office Suite
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Ability to think critically, anticipate office needs and take the initiative to get things done!



- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- Self-motivated and eager to help with any task or challenges that may arise
- Associate, B.A. or B.S. preferred

Big pluses:

- Prior experience as an Office Manager or Administrative Assistant
- Basic knowledge of accounting
- A creative and passionate mind with an ability to suggest improvements and improve our company in whatever way possible

At Velan, we believe in maintaining a collaborative, diverse, and creative team environment and we're looking for new team members who have a desire to help grow our studio.

To apply for this position, send your send resume to jobs@velanstudios.com. Be sure to reference the position you're applying for in the subject line.