

JOB DESCRIPTION

Arcina is a boutique risk consulting firm headquartered in downtown Los Angeles that delivers insurance archaeology, claims management, and claims advocacy services on behalf of Fortune 1000 companies, public entities, non-profits, and insurers. We are seeking candidates who want to work in an entrepreneurial environment and small office setting.

Title: Office Manager

Hours: Monday through Friday from 9:00 a.m. to 5:00 p.m.

Compensation: Commensurate with experience

Summary

The Office Manager ensures the smooth running of the office, handles the day-to-day operational activities, and seeks to improve company procedures. Supports consultants as needed with administrative work and travel arrangements. Prepares monthly client billing distribution, interfaces with vendors, maintains office supply inventory and equipment, oversees the office condition and maintenance needs.

Essential Duties and Responsibilities

Office Administration

- Order and manage office supply inventory
- Interface with vendors for service calls
- Oversee equipment maintenance
- Mail distribution and outgoing mail handling i.e. post office, FedEx
- Work with HR to update and maintain office policies as necessary
- Coordinate with IT department on all office equipment and technology needs
- Assist in the onboarding process for new hires
- Assist with planning office meetings and events
- Photocopying
- Filing

Billing and Accounting

- Invoice distribution to clients and uploading to billing systems
- QuickBooks management
- Prepare and process vendor payments
- Liaison with accountants for tax preparation
- Process and reconcile monthly expense reports
- Review vendor bills and verify monthly credit card bills
- Review bank statements and make bank deposits

Consultant Support

- Support consultants with claims notifications and other administrative support
- Prepare contract renewals
- Make travel arrangements

Education/Experience

- A.A. or Bachelor's degree preferred but not required
- A minimum of 5 years administrative experience in an office environment. Professional services firm experience a plus
- Knowledge of office administrator responsibilities, systems, and procedures
- Knowledge of accounting/billing software i.e. QuickBooks
- Strong computer skills, including knowledge of Microsoft Suite
- Good organizational skills with an ability to keep others on task
- Attention to detail and problem solving skills
- Demonstrated ability to set priorities, meet deadlines, and manage multiple projects
- Ability to work independently
- Ability to show discretion in handling confidential and sensitive information

Other Skills

- Good oral and written communication skills
- Professional demeanor and good interpersonal skills
- A creative mind with an ability to suggest improvements
- Works harmoniously and effectively with others as part of a team
- Some heavy lifting may be required
- Reliable

Arcina Risk Group LLC is an equal opportunity employer