

Office Administrator

Location: Westlake Village, CA

Job Type: Temporary (3-Month Contract)

Duration: Approximately 3 months, covering a leave of absence

Area of Interest: Administration/Client Service/Support

Company Description

One Capital Management, LLC ("OCM") is a leading global wealth management firm that offers diversified wealth management services to private clients, endowments and foundations, investment companies and institutions in the U.S. and Canada. OCM is well-positioned to tailor wealth management solutions for its clients through its wealth forecasting group and integrated investment management service.

Position Description

This position provides administrative support to the firm on a temporary basis, covering a leave of absence for approximately three (3) months. As a member of the administrative group, collaborate with colleagues and provide backup coverage for other professionals as needed. Our ideal candidate seeks administrative excellence and continues to think about ways to support other members of the OCM team to maximize collective productivity. This is a temporary, non-exempt position that is eligible for overtime.

Duties for this position will include, but are not limited to:

- Oversee the day-to-day operations of the office and help keep things running smoothly.
- Provide a high level of service to clients, employees, and vendors.
- Provide administrative support to the firm, including handling confidential and time-sensitive matters with discretion and good judgment.
- Learn and understand the firm's operations and processes in order to effectively manage day-to-day responsibilities.
- Coordinate office events, meetings, and travel arrangements.
- Respond to requests and questions from employees, clients, vendors, and other outside contacts in a timely and professional manner.
- Maintain client files, records, and data systems, keeping information organized and up to date.
- Handle general office and front-desk responsibilities, including greeting visitors, answering phones, sorting mail, coordinating deliveries, scheduling appointments, ordering and stocking office supplies, copying, scanning, and filing.
- Help identify and take care of day-to-day office needs, anticipating issues and stepping in where needed to keep the office running efficiently.

Job Qualifications

Required skills for this position include, but are not limited to:

- Proficient in Microsoft Office: Outlook, Word, Excel, and Adobe Acrobat. Ability to quickly learn internal systems, including the firm's intranet, expense report system, travel scheduling, etc.
- Ability to multi-task, prioritize, and pay close attention to detail and quality.
- Strong written and verbal communication skills.
- Highly organized, keen attention to detail, a team player, with solid judgment.
- Professional appearance and demeanor with a willingness and demonstrated ability to interface with all levels of staff and with clients of the organization.
- Ability to manage priorities from multiple professionals and meet deadlines. This requires excellent time management skills and an understanding of the urgency of matters relating to professionals and the department.
- Demonstrated ability to improve productivity.
- A minimum of two years of administrative experience.
- Graphic design or Canva experience is a plus.

Compensation & Benefits

- Pay rate: \$22.00 – \$30.00 per hour, based on a 40-hour work week; this is a temporary, hourly role eligible for overtime.
- Eligible for consideration for a permanent role, based on performance and business need.
- Accrued paid sick leave in accordance with California law.
- Competitive company healthcare plan.

Interested applicants should submit their resume to hiring@onecapital.com