

Office Manager – Global Luxury Brand in NYC

Global Luxury goods brand seeking Full-time Office Manager to support the USA market, based in New York, NY. This is a great opportunity for someone who enjoys wearing multiple hats and working in an entrepreneurial environment. This individual will act as the direct liaison with the global Headquarters and provide support to US Managing Director. Responsibilities include a variety of office support functions relating to customer account collections, sales reporting, expense management, and general office & HR management.

Responsibilities

- Coordinate monthly office expense reports and approve office expenses.
- Manage Wholesale accounts receivables process and collect on past due balances.
- Process check payments, bank deposits and submit invoices.
- Assist with HR processes - conduct pre-employment screening, new hire on-boarding and administration of benefit programs.
- Maintain employee files and paperwork.
- Process bi-weekly employee payroll through ADP
- Order supplies & manage office expenses.
- Office reception & first point of contact for meetings, mail delivery & general office maintenance.
- Support Managing Director with monthly reports and special projects
- Generate reports, excel spreadsheets & PowerPoint presentations.

Qualifications

- Minimum 2-3 years' experience in a fast-paced retail or wholesale office
- Bachelor's degree & Prior experience as an Office Assistant
- Previous experience with accounts receivables/payment collections recommended.
- Ability to multitask and work well independently
- Microsoft Excel, Word & Powerpoint proficient
- Excellent interpersonal & communication skills (written and verbal)
- Strong attention to detail & Highly organized
- Demonstrated ability to use tact, discretion, confidentiality and good judgment in handling sensitive and confidential matters and documentation

