

## Office Manager

*Los Angeles, California*

Lunya is looking for an Office Manager to join our fast-growing team. You are an organized problem solver who loves a challenge. You thrive on supporting the team and are talented at keeping a lot of balls in the air. In this role you will do everything from managing and maintaining smooth company operations, to making the company holiday party one to remember. You will excel at Lunya because you have a thirst for learning and a high bar for excellence along with a team-oriented attitude. This position will include three important components: Office Management, Human Resources, and some Administrative work for the CEO.

### **What you'll do:**

- Assist the CEO with scheduling and act as her right-hand when needed
- Work on special projects for various departments as needed
- Complete a broad variety of administrative tasks necessary for supporting a growing startup: keeping the essentials all stocked, setting up new company computers, and keeping the HQ in working order
- Maintain discretion and confidentiality with company and personnel information
- Assist with hiring: creation of job descriptions, posting on all appropriate recruiting platforms, and helping with outreach
- Manage onboarding for new employees: disseminating hiring documents, benefits, and ordering whatever is needed to get the setup
- Help with HR: delegating 360 reviews, company surveys, and emerging company issues
- Coordinate/drive team events that promote our strong company culture such as learning and development programs, team workshops, and shadowing programs

### **Who you are:**

- A positive and energetic professional who loves wearing multiple hats
- Excellent at organization and time management with an eye towards creating efficient systems and processes
- Creative problem solver
- Self-motivated doer and independent thinker
- Team player who truly enjoys being the office "go-to person"
- Excellent interpersonal skills and high emotional intelligence
- Adaptable person who performs well in a changing environment
- Proactive and efficient person with superior attention to detail
- A clear and precise communicator with excellent verbal and written skills
- Multi-tasking ninja with a keen sense for prioritization and organization

### **What you'll need:**

- A college degree
- Adept in MS Office, Google, and HR platforms (JustWorks is a plus!)

- Tech-savvy
- Able to work full time in Santa Monica

**Who we are:**

Lunya sleepwear helps women sleep better and feel confidently comfortable.

Our small-but-mighty team is smart, creative, passionate, and entrepreneurial-minded, who meet the same superior standards we set for our products. We're a young company so nothing is above or below you. Our company culture is special and unique—you'll dig it, we promise. Plus, wouldn't you rather commute to Santa Monica instead of Downtown? Nothing against Downtown, but let's be real...

**Please send resume and cover letter to [jobs@lunya.co](mailto:jobs@lunya.co)**