



Office Manager

San Diego, CA

Are you an organized multitasker who's passionate about making a difference? Do you have the power to motivate and bring out the very best in other like-minded people? If so, join our highly motivated team of creative minds at Luna Norte! We're looking for perceptive problem solvers with strong organizational skills and attention to detail.

Overview:

Maintain office efficiency by maintaining appearance of common areas, organizing procedures, handling correspondence, scheduling services, and building maintenance, ordering and managing supplies and equipment.

Responsibilities:

- Coordinate a variety of in-house operations
- Formulate new company policies as needed / improve administrative processes
- Inventory supplies, reordering as needed
- Manage and communicate employee call outs with their department
- Organize office events - including parties, lunches, volunteering, donations, equipment rentals
- Must be willing to wear many hats and support various departments within the company including but not limited to wholesale, retail, production, and marketing
- Monitor and motivate staff, as well as hold employees accountable
- Provide guidance and feedback to help employees strengthen skills
- Hire and train lower-level employees
- Fill in for other employees while they are out of office or as needed
- Evaluate employee performance and productivity, providing additional coaching and support as needed
- Perform clerical duties, data entry, answer emails
- Manage all mail and distribution of packages.
- Take out trash daily
- Organize common areas
- Schedule services and building maintenance
- Maintain and restock restroom and kitchen supplies

What we're looking for:

- Positive upbeat attitude.

- We are looking for someone who is responsible, timely, and has a great work ethic.
- Be an excellent communicator.
- Work with integrity and honesty
- Must be detail oriented and organized
- Can prioritize yourself and others for optimal productivity.
- Must be consistently accurate with orders.
- Strong math skills required.
- Self-starter with the ability to work independently
- Computer knowledge required - MS suite including outlook, word, excel.
- Must have the ability to remain in a stationary position roughly 50% of the time, as well as the ability to move about the office is required. Using a computer while sitting for extended periods is common; must also be able to lift and move materials when necessary.
- Demonstrated maturity, integrity, and the ability to perform in an entrepreneurial environment, both individually and as a team player
- Must be able to move/ lift 50+ pounds.
- A high school diploma or equivalent is required.
- Love working with great people and a fun team.
- Ability to think critically, is not afraid to ask questions and is able to fill in gaps when not all the information is clearly defined.

This is a growing company with lots of opportunity to advance.

- 40 hours per week, 9am-5:30 pm. Some overtime required during high season. Benefits offered after 60 days of full-time employment.
- Serious inquiries only.
Must be authorized to work in the US
- Compensation negotiable, DOE.
- Email responses only, no phone calls
- Job Type: Full-time

Be a part of our creative team and help shape the future of Luna Norte Jewelry. Please reply with your email and include your resume and cover letter explaining why you're perfect for the position to Careers@lunanorte.com. No phone calls please.