



Office Manager Job Description

October 2021

About Noon Energy

[Noon Energy](#) is a San Francisco Bay area based startup developing a breakthrough ultra-low-cost battery technology that provides high energy density long-duration storage with the unique fundamental properties needed to enable 100% renewable energy. It will make intermittent solar and wind power available 24/7 year-round at a lower cost than conventional fossil fuel generation. Noon's small team is a creative, diverse team with deep experience in engineering, science, invention, and business who are passionately dedicated to achieving sustainable energy.

Noon Energy is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. Noon Energy strictly prohibits and does not tolerate discrimination against applicants because of race, color, religion, creed, national origin or ancestry, ethnicity, sex, pregnancy, gender, age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.

Overview

Noon Energy is seeking an Office Manager, who will be responsible for managing day-to-day administrative tasks and is a detailed-oriented team player. This team member will support the business by streamlining company decision-making, facilitating relationships within the office team and with customers, vendors and partners and will support accounting, payroll and general compliance operations. Candidates with more than 5 years of prior administrative experience are encouraged to apply, especially candidates from underrepresented backgrounds in the hardtech climate space.

Roles & Responsibilities

- Manage office operations (including facilities), book travel and coordinate scheduling
- Improve procedures of hiring and onboarding new employees
- Lead office policies and employee handbook development
- Process payroll, benefits, insurance, and compliance related payments
- Manage bookkeepers and accountants
- Maintain general calendars
- Support audit tasks as needed
- Plan and execute company gatherings and events
- Take notes during team meetings as needed
- Handle general mail and shipping
- Procure office equipment and supplies

Experience Sought

- At least 5 years of administrative experience
- Experience managing and developing processes and standards



- Excellent verbal and written communication skills
- Excellent organizational and time management skills
- Teamplayer with a cooperative, solution oriented temperament
- Basic computer skills are required (e.g., email, calendar and shared drive)
- Proficiency with Google Suite (docs, sheets and slides) and some knowledge of payroll and bookkeeping software is preferred

Location & Salary

- The position is located in Mountain View, California. Salary is commensurate with experience and benefits include medical and dental coverage.

How to Apply

- Please submit a brief cover letter and resume to hello@noon.energy