



AVANTI RESTAURANT SOLUTIONS IS HIRING AN OFFICE MANAGER

Are you looking for a work environment where you can collaborate with other colleagues who are genuine and have a drive to succeed? Are you able to work under pressure to meet deadlines? Do you enjoy strategically prioritizing a list of high priorities? Do you enjoy helping people to ensure others can be effective, efficient, and successful? Do you enjoy checking things off your to do list?

Avanti Restaurant Solutions, a successful, privately held, \$40M company is looking for an Office Manager. Avanti builds out commercial kitchens, providing design, equipment and project management. We are headquartered in Costa Mesa, CA and our team is located across California. If you are interested in jump starting your career, please apply for the position of Office Manager.

Please apply if you have the following skills:

- Excellent verbal and written communication
- Great organizational and time management
- Ability to multitask in a fast-paced environment
- Resourceful with an ability to problem solve independently
- Ability to relate to and interact with people to develop relationships
- Strong competency of MS Office, emphasis on Excel
- Ability to learn new software quickly
- Collaborative working style and team-player attitude
- Reliable, trustworthy, and committed to the team's success

Day to Day Responsibilities:

- Open and close the SoCal office daily, in line with predetermined office hours
- Order and restock supplies for the kitchen, bathroom, and office supplies
- Maintain overall organization in kitchen, warehouse, and supply areas
- Meet with President and Senior Director of Design Build to establish weekly priorities
- Assist with calendar management, travel arrangements, and monthly expense reports for both President and Senior Director of Design Build
- Format information for internal and external communication – emails, presentations, reports
- Support on special projects for both President and Senior Director of Design Build, as needed

This is a full time non-exempt position.

Hourly: \$20 - \$27 (depending on experience)

Benefits offered: Health, dental and vision insurance, matching 401K, PTO, and company sabbatical

Location: Costa Mesa, California

Please send resumes to Nicolette@AvantiCorporate.com or apply at AvantiCorporate.com under "Careers".