



JOB DESCRIPTION

Office Manager

LOCATION

Carlsbad, California

IMPACT

You will join a growing company developing cutting-edge laser-power accelerator technology for a wide range of applications, from space radiation testing to semiconductor chip manufacturing. The Office Manager is responsible for ensuring the smooth, efficient, and professional operation of the office. This role supports day-to-day administrative functions, provides exceptional visitor and internal staff support, manages facilities and supplies, coordinates company events, and serves as a key assistant to the CEO. The ideal candidate is highly organized, proactive, detail-oriented, and able to manage multiple priorities in a fast-paced environment.

RESPONSIBILITIES

- Front Office & Visitor Management
 - Greet, receive, and screen visitors, ensuring a professional and welcoming environment.
 - Manage incoming calls, general inquiries, and front-of-house communication.
 - Maintain visitor logs, security and export control procedures, and office access control.
- Shipping, Receiving & Mail Management
 - Handle incoming and outgoing mail, packages, and deliveries.
 - Coordinate shipping needs for internal departments and executives.
 - Maintain shipping supplies and manage carrier relationships as needed.
- Office & Facilities Management
 - Ensure all office, conference rooms, and common spaces—including break areas—are clean, organized, and fully stocked.
 - Manage office supply inventory and vendor relationships.
 - Coordinate maintenance and repairs with building management or external vendors.
 - Oversee office equipment, including printers, copiers, and conference room setups.
- Company Event Planning



- Plan and execute company meetings, celebrations, team-building events, and off-site gatherings.
 - Manage event logistics, scheduling, vendors, catering, and related budgets.
 - Coordinate internal communications and announcements around events.
- Travel Coordination
 - Arrange travel for executives and employees, including flights, lodging, and transportation.
 - Prepare travel itineraries and ensure compliance with company policies.
 - Handle booking changes, cancellations, and travel-related support.
- Purchasing, HR, and Administrative Support
 - Assist with procurement of office equipment, supplies, and services.
 - Process purchase orders, invoices, and vendor documentation.
 - Assist with new employee onboarding.
 - Support internal teams with administrative tasks and document organization.
- Executive Support - CEO
 - Provide direct administrative assistance to the CEO, including scheduling, calendar management, and meeting coordination.
 - Prepare documents, presentations, reports, and correspondence.
 - Handle confidential information with discretion and professionalism.
 - Assist with special projects and high-priority tasks as assigned.

REQUIRED QUALIFICATIONS

- Experience in office management, administrative support, or a similar role.
- Strong interpersonal and communication skills.
- Excellent organizational and multitasking abilities.
- Proficiency with office software (Microsoft 365, email/calendar tools, etc.).
- Ability to maintain professionalism and confidentiality.
- Event planning and travel coordination experience preferred.

DESIRED ADDITIONAL SKILLS

- Highly organized and detail-oriented
- Positive and professional demeanor
- Proactive problem solver
- Strong follow-through and accountability
- Able to work independently and support multiple stakeholders

ADDITIONAL INFORMATION

- This is a full-time appointment.
- Work is fully on-site in Carlsbad, CA



- TAU Systems offers a comprehensive compensation and benefit package with stock options, holidays and paid time off, medical, dental, vision, and life insurance and 401(k) retirement plan with company matching.
- Base annual salary range: \$55,000 to \$105,000 depending on experience
- TAU Systems is an Equal Opportunity Employer
- Send resume and cover letter to careers@tausystems.com.