



Office Manager & Executive Assistant (Part-Time)

Location: New York (On-site)

We are a technology company of diverse technologists, scientists, and market structure enthusiasts innovating at the intersection of capital markets, mechanism design, and operations research. We strive to grow global GDP by designing and operating matching markets leveraging advances in auction theory and artificial intelligence.

As we have grown, so has the energy, the headcount, and the to-do list. We're looking for a resourceful, proactive Office Manager & EA to help keep things running smoothly in our NY office - from the kitchen to the conference calendar. This is a part-time, on-site role ideal for someone who thrives in a fast-moving environment, and genuinely enjoys making a team's day-to-day better.

What You'll Do

Office Operations

- Keep the office and kitchen fully stocked and organized, proactively, not reactively.
- Serve as the go-to point of contact for day-to-day office needs, fielding and resolving logistical issues before they become problems.
- Manage distribution of office key cards for new hires.
- Coordinate incoming and outgoing shipments, including routing packages (e.g., items received at our DE address that need to be redirected to NY or to our data center).
- Liaise with the building management on maintenance requests as needed.
- Support the team in maintaining a workspace that reflects the quality of the work we do.

Travel & Scheduling

- Coordinate travel logistics for the leadership team: flights, hotels, ground transportation, etc.
- Support events, managing logistics, catering, and swag procurement
- Own scheduling support: managing calendars, coordinating meetings, and keeping things from falling through the cracks.

Events & Team Support

- Help plan and execute company events, both internal and external
- Be a reliable resource across the team - someone who figures things out and follows through.

Who You Are

- 1-3 years of experience in office management, administrative support, or similar roles within a fast paced environment.
- Strong organizational instincts and a high bar for follow-through.
- Fluent in Google Workspace: Calendar, Sheets, Docs, and Gmail are second nature.
- Comfortable with agentic AI automation workflows, or eager to learn
- Proactive and self-directed.
- A natural connector who communicates clearly and makes the people around you feel supported.
- Experience with office management, administrative support and travel booking in a startup or fast-paced environment.
- This role directly supports our operations function and frees up senior team members to stay focused on what they do best. If you're looking for a role where you can make a real, visible impact and you're the kind of person who gets things done, we'd love to hear from you.

Compensation: \$25.00-\$35.00/hour