

**Office and HR admin**

Office and HR admin to join some of the industry's brightest minds in supporting a team developing and deploying today's most advanced Internet technologies in well funded start up environment. The ideal candidate demonstrates an aptitude and appetite for performing all back office, administrative, and HR functions.

**Responsibilities:**

- Develop, implement and enforce HR regulations consistent with laws and company policies
- Follow up with Suppliers for delivery of goods and services
- Administer the office and required supplies
- Manage cleaning and other support staff
- Serve as executive assistant for Managing Director as well as make travel arrangements for all employees

**Requirements:**

- Minimum of 3 years experience performing all of the above roles
- TEAM player, no task too difficult, no task too menial attitude