

## **AEW CAREER OPPORTUNITY**

# **Office Manager**

## Office Administration

**LOCATION: BOSTON**

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### **Main Purpose of the Role**

We are seeking a highly organized and proactive Office Manager to oversee all aspects of AEW Capital Management's 250-person, Boston office operations. This person in this role ensures the smooth functioning of our office and provides a welcoming and efficient work environment for employees and visitors. The ideal candidate will be a detail-oriented professional with great organizational and problem-solving skills.

### **Responsibilities**

#### **Office Operations & Administration:**

- Manage office supply inventory, procurement, and vendor relationships.
- Supervise office maintenance, repairs, and facility management in collaboration with building management.
- Coordinate office layouts, seating assignments, and space planning.
- Ensure compliance with workplace safety regulations and best practices.

#### **Employee Support:**

- Serve as the primary point of contact for office-related inquiries and concerns.
- Manage the transit & parking programs via Edenred platform.
- Assist in onboarding new employees, ensuring they have the necessary resources and workspace.
- Manage office access and security, including key card distribution and visitor protocols.

#### **Administrative & Financial Oversight:**

- Develop and manage the office operations budget, ensuring cost-effectiveness.
- Process invoices, purchase orders, and expense reports related to office operations.
- Negotiate contracts with vendors, service providers, and office suppliers.

### **Skills/Experience Required**

- Bachelor's degree in Business Administration, Management, or a related field preferred.
- 5+ years of experience in office management or administrative leadership in a corporate setting.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite

*AEW Capital Management is an affirmative action-equal opportunity employer.*

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- Experience managing budgets and negotiating contracts.
- Ability to handle confidential and sensitive information with discretion.
- Problem-solving mindset and the ability to work independently.