



# Vulnerability Research Labs

## Office Manager

Here at Vulnerability Research Labs we have spent more than a decade becoming a technical leader in cyber security. We became a leader in the field because we believe in our mission – to be at the forefront of cyber security and deliver unparalleled capabilities that solve our customer’s hardest problems.

We’re currently seeking a full-time Office Manager in our Columbia, MD office.

## Your Day-to-Day at Vulnerability Research Labs:

- Function as the on-site point of contact ensuring the suite is presentable, stocked, and office operations run smoothly
- Prioritize and perform employee support activities and general administrative functions
- Coordinate operational activities
- Prepare business correspondence
- Purchase company supplies, equipment, and services

## Responsibilities:

- Provide responsive onsite staff support prioritizing answering the door and telephone, greeting visitors, receiving deliveries, communicating with building management, overseeing the cleaning crew, ensuring the kitchen is provisioned, maintenance is scheduled, and the office is in orderly condition
- Provide high-level administrative support balancing competing priorities, coordinating calendars and schedules, and drafting correspondence, reports, agendas, expense reports, and other documents
- Handle purchases of materials, supplies, services, or equipment as directed and within budget evaluating suppliers based on price, quality, offerings, availability, service, production time and distribution channels, delivery windows, and the supplier's overall reliability and reputation
- Plan, organize, and coordinate virtual and in-person meetings and events, within budgetary constraints, handling arrangements such as space reservation, event preparation, and facility/IT/catering coordination
- Receive incoming communications, review content, determine importance, and summarize and/or distribute to appropriate staff
- Review requisitions, proposals, and invoices to verify accuracy, terms, and specifications
- Handle company intranet tasks for the team such as organizing layout, creating and editing content, and uploading and deleting documents, ensuring information and files are accurate and up to date
- Action Operations tickets prioritizing requests in a responsive and thorough manner
- Provide general HR support, such as assisting with candidate onsite interview scheduling and preparation, orientation, onboarding, off-boarding, and other employee-related assistance
- Handle executive and staff travel arrangements, accommodations, itineraries, expense reports, and correspondence while maintaining compliance with security procedures and budget constraints
- Provide back-up assistance for the Security function including creating employee badges, assisting with alarm issues, and facility safety concerns.
- Maintain certification in CPR and first aid and serve as the facility AED program manager, handling compliance and reporting obligations
- Review operating practices and procedures and collaborate on opportunities for improvements in areas such as workflow, procedures, policies, processes, or expenditures

## Job Requirements and Qualifications:

- Bachelor’s degree in Business or related discipline or AA degree with relevant equivalent experience

- 5+ years' experience working in an executive or administrative support role
- Proficient with Microsoft Office Suite or similar software with the ability to quickly master new software

**Things we like best about VRL:**

- The chance to work with the best in the business
- A strong focus on learning and career development including conference and training opportunities
- Most of all: an interesting and challenging workplace that takes care of its employees

*VRL is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected class*

[EEO is the Law](#)