Office Administrator, Full-Time, Palo Alto

Graphcore has created a completely new processor, the Intelligence Processing Unit (IPU), specifically designed for artificial intelligence. The IPU's unique architecture means developers can run current machine learning models orders of magnitude faster. More importantly, it lets AI researchers undertake entirely new types of work, not possible using current technologies, to drive the next great breakthroughs in general machine intelligence.

We believe our IPU technology will become the worldwide standard for artificial intelligence compute. The performance of Graphcore's IPU is going to be transformative across all industries and sectors whether you are a medical researcher, roboticist or building autonomous cars.

Our team is at the forefront of the artificial intelligence revolution, enabling innovators from all industries and sectors to expand human potential with technology. What we do, really makes a difference.

We are now looking for an experienced Office Administrator to support the new Graphcore office in Palo Alto. Key duties will include both office administration and executive admin support.

Responsibilities:
- Responsible for supporting the smooth operations of the site, including setting up and maintaining an orderly office.
- Support activities include, but are not limited to: facility operations, security, safety and emergency preparedness programs, travel, purchasing, catering and food service, coordination of cleaning service, office supplies, record retention, mail and shipping, recycling, HR support and events related to employee relations.
- Filing and maintenance of official documents.
- Responsible for preparing, managing, and forecasting site operational costs.
- Provide site occupancy forecasts and help develop options for future space needs.
- Act as single point of contact for general site support.
- Optimize office costs and services on the site.
- Provide timely, effective calendar management.
- Organize meetings, workshops, and teleconferences.
- Coordinating business travel and accommodation arrangements.
- Support marketing campaigns, activities and events as required.
- Support sales reporting and analytics for Sales leads.
- Support head office finance function in raising purchase orders, sourcing/setting up local vendors and processing invoices for payment.

Key Skills
- Bachelor's degree/diploma plus at least 5 -8 years working experience in Site Facility Management or Office Administration in the high-tech industry

- Experience in site administration, facility management, financial management, event and travel coordination is preferred
- Ability to manage external vendors
- Self-motivated, independent, organized and able to work under pressure
- Excellent communication, interpersonal and negotiation skills
- Good IT skills – MS word, excel etc

We welcome people of different backgrounds and experiences and are committed to building an inclusive work environment that makes Graphcore a great home for everyone. We are an equal opportunity employer and want to build a work environment where everyone is happy, productive and respectful so they can do their best work. If you have a disability or additional need that requires accommodation, just let us know.