

Administrative Assistant

Blue Planet System Corporation is a cleantech start-up company located in Los Gatos, California, that is developing technology, products and services related to economically sustainable carbon capture and mineralization, whereby carbon dioxide (CO₂) gas from point source emitters is permanently sequestered as solid carbonate in building materials for beneficial reuse, specifically as aggregate for concrete.

Blue Planet is seeking a Administrative Assistant to support the Management Team at Blue Planet's corporate headquarters in Los Gatos, California and will report to the Executive Assistant to the CEO.

Responsibilities and Duties:

- Administrative tasks including calendar management and scheduling for Executive Assistant and Executives.
- Accounting support includes assistance with expense reports, purchase orders
- Use of spreadsheets to track, maintain data & filing systems
- Assist with general office/facility requests to maintain a clean and safe working environment
- Assisting with monthly BBQ for staff and off-site meetings
- Monitor and order Breakroom and Office supplies
- Greet visitors and receive packages
- Any other duties as assigned by Management.

Qualifications & Skills:

- High school diploma or general education degree (GED) required.
- College degree preferred.
- Past experience in a startup environment Preferred
- 3 years Administrative or Office Support Experience
- Proficient computer skills, including Microsoft Office, Zoom conferencing.
- Strong verbal and written communication skills.
- High degree of attention to detail & Ability to multi-task
- Working knowledge of general office equipment helpful
- Capable of working independently with routinely shifting demands.

Blue Planet Systems Corporation offers a full benefits package commensurate with experience. Position is available immediately. Interested candidates please email a pdf of your résumé to jobs@blueplanetsystems.com and list "Administrative Assistant" in the subject line.