



Office Manager

Nuvve Corp. is a San Diego based company, whose mission is to lower the cost of electrical vehicle (EV) ownership while supporting the integration of renewable energy sources, such as wind and solar. Our Grid Integrated Vehicle platform GIVE™ transforms EVs into grid assets when charging while guaranteeing the expected level of charge when the vehicle owner needs it. The aggregation of thousands of electric vehicles into a virtual power plant using the GIVE platform, allows Nuvve to participate in electricity markets with a power capacity comparable to traditional generators. Based on “Vehicle To Grid” technology or “v2g” the GIVE platform gives benefits to public organizations, businesses and homes by reducing the cost of electric infrastructure and reducing CO2 emissions.

Nuvve is looking for an organized and upbeat Office Manager to strengthen our team. You will work in Nuvve’s Corporate Headquarters in San Diego as a critical part of our fun and fast paced team.

Responsibilities:

- Maintains office services by organizing office operations and procedures; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Assist the accounting and finance department in Accounts Payable, Accounts Receivable and other accounting related tasks.
- Assist Human Resources, Marketing, and Operations departments with tasks as assigned.
- Prepare/review/analyze ad hoc reports.
- Prepare meeting rooms in advance of meetings including but not limited to Board of Director meetings, Shareholder meetings, and Management Strategy Meetings. Preparation of meeting rooms includes ensuring there are writing materials, preparation of meeting materials, water and snacks, coffee & tea, ordering meals as necessary, and ensuring selected meeting rooms are adequate and comfortable.



- Ensure the office space is adequate for the company's needs.
- Ensure offices are adequately supplied and equipped; responsible for Office purchasing needs including all supplies, computers, printers, refreshments, etc.
- Ensure the Company's offices are kept clean and presentable at all times.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Prepare/Review/Edit company documents. Assist in the drafting of white papers and marketing materials as directed.
- Contributes to team effort by accomplishing related results as needed.

Qualifications:

- Prior experience in a professional office setting
- Bachelor's degree preferred
- Autonomous worker - comfortable in a fast paced startup environment
- Highly organized and able to clearly express ideas both verbally and in written form
- Able to interact at all levels in the organization

Nuvve's HQ is located in the Liberty Station area, close to the airport and booming San Diego areas such as Little Italy. Nuvve provides extremely attractive benefits including 401K.