



LEESBURG, VA 20175
EMAIL: ASG@ASG-TEAM.COM
ASG-TEAM.COM

Office Manager & Executive Coordinator

Location: Hybrid (2-3 days in office in Ashburn/Loudoun County)

Travel: Minimal; primarily local/DC metro

Employment Type: Full-time, W2

About the Role

ASG is seeking an Office Manager & Executive Coordinator to serve as the operational backbone of our growing team. This role is central to two parallel priorities: managing the day-to-day rhythm of a professional, client-facing office environment and providing scheduling and logistical support across the full leadership team. The Office Manager & Executive Coordinator will be a key part of ASG's transition from a co-location workspace to a permanent office, playing a hands-on role in standing up office systems, vendor relationships, and internal processes from the ground up.

Key Responsibilities

Office & Facilities Management

- Own day-to-day office operations including supplies, maintenance, printing, and equipment — ensuring the office is consistently functional, stocked, and presentable for both internal team use and client visits.
- Manage building access, physical security, and visitor coordination — serving as the primary point of contact with building management and security systems.
- Coordinate vendor relationships for office services including cleaning, facilities maintenance, and any third-party service providers.
- Manage conference room setup and ensure the office environment is well-prepared ahead of client meetings, executive engagements, and team events.

Office Transition & Buildout

- Lead coordination of ASG's transition from co-location to a permanent office space, including liaising with the landlord, building management, and move logistics.
- Oversee setup of office furniture, equipment, technology infrastructure, and signage in coordination with leadership and any external vendors.
- Establish foundational office policies, procedures, and shared resources (supply ordering, access protocols, guest management) that will scale with the team.

Executive & Leadership Support

- Manage scheduling and calendar coordination across the full leadership team, including internal meetings, client calls, and external engagements - prioritizing accuracy, lead time, and conflict resolution.
- Coordinate routine travel logistics including hotels and transportation for leadership team members, ensuring smooth execution ahead of meetings and engagements.
- Support new hire onboarding logistics including workspace setup, equipment coordination, and building access - working in close partnership with the VP of Operations.



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- Handle confidential information with discretion and professionalism, maintaining trust across the leadership team.

Administration & Internal Resources

- Own and maintain the company directory, internal shared resources, and organizational reference materials — keeping them current as the team grows.
- Coordinate swag ordering, inventory, and fulfillment for internal use, client gifting, and conference needs.

Key Qualifications & Competencies

- A bachelor's degree preferred. Candidates with relevant experience in office management, executive support, or operations will also be considered.
- 3–6 years of experience in office management, executive assistance, or a similar administrative operations role.
- Experience supporting multiple executives or a leadership team simultaneously, with a track record of managing competing priorities with composure and accuracy.
- Demonstrated ability to set up or significantly improve office operations in a growing or transitioning organization — ideally including a physical office move or buildout.
- Advanced proficiency in the Microsoft Suite (Outlook, Teams, SharePoint, Excel, Word). Experience with scheduling tools, facility management platforms, or vendor coordination systems preferred.
- Exceptionally organized, proactive, and discreet - with strong written and verbal communication skills and a natural instinct for anticipating what the team needs before being asked.

Work Environment

- Hybrid on-site at ASG's office in the **Ashburn/Loudoun County region** area; in-office presence 2-3 days per week is expected given the facilities and executive support nature of this role. Exact schedules are coordinated with managers based on business needs
- Minimal travel expected; primarily **local and DC metro** for occasional vendor visits, office-related errands, or team events.

ASG offers a competitive benefits package including employer-subsidized medical, dental, and vision coverage through our PEO, and paid time off.

ASG is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin or ancestry, physical or mental disability, as well as any other category protected by applicable federal, state, or local laws.