

Department Support Assistant, Senior|1271 Department Support Assistant, Senior|1271

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Company: Calsoft Labs

Location: Santa Clara, California

Category: other-general

Job Description: Top 5 primary responsibilities include but not limited to:

1. Office daily support like acquiring/organizing office supply need, supporting team with company/office resource Q&A, travel/reimburse support, team meeting support and home-office support, etc.
2. Plan and organize team events (typically two times (summer and christmas) a year at the site level; also small events at the group level for the SCL team)
3. New hire support including NERF support for local hiring managers and new hire ramping up logistics, etc.
4. A good communication skill (both written and oral) and professional ethics are strongly desired for the position.
5. This position requires a good convincing experience of department (50+ people size) within Qualcomm or in the other companies.

Technologies

Teams

Keywords

Admin

Office

Education Requirement

Bachelor's degree, or an Associate's degree and 2+ years of Department Support Assistant,

or

Related work experience or a High School diploma or equivalent but must have at least 4+ years of Department Support Assistant or related work experience

Required Years of Experience

2 or 4 years, depending on education level

Physical Requirements

Push Max Weight Limit = 0 lb.

Pull Max Weight Limit = 0 lb.

Lift Max Weight Limit =0 lb.

Forklift Required (Y/N): N

Driving Requirements

Are there driving responsibilities no matter how minimal with this role? No

(If Yes)How many hours per week? n/a

(If Yes) Select type of vehicle use below:

Rental Car, Qualcomm Vehicle, Personal Vehicle

Note for suppliers Please ensure your candidate understands/agrees to your specific reimbursement requirements for any out-of-pocket expenses.

Quantity of Submittals

How many resumes per supplier? 2

Comments for Suppliers

Rounds of interviews to be expected: 1 round (4 managers)

Interview Method: Video conference

Work Location Requirement:

Work Address: 3001 Oakmead Village Drive Santa Clara, California, 95051

Qualcomm Building: SCL.H

Shift: 1

Work Days: Mon-Thurs (Friday will be flexible and possibly remote)

Shift Time: 830-5:30pm PST

Weekly / Daily Expected Hours: 40.0 / 8.0

Comments for Suppliers: This is for a temporary department admin role to provide daily support for GPU team at SCL's office (SCL.H)

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