

Job Description

Position: Office Manager	
Department: G&A	Location: Menlo Park
Reports To: Colby Holtshouse	Supervisory Role: No
Date: TBD	FLSA: Non-exempt
Travel Required/Percentage: N/A	Job Type: Part-Time
Position Summary	
<p>May Health is a precommercial stage, venture backed, medical device company committed to transforming care for women with Polycystic Ovary Syndrome (PCOS). PCOS is an endocrine disorder which affects >10% of women of childbearing age. PCOS is a leading cause of female factor infertility, as women with PCOS are unable to ovulate consistently or at all. In addition to fertility struggles, women suffer for years from hormonal imbalance which causes irregular periods, acne, thinning scalp hair, and excess hair growth on the face and body. Half of PCOS sufferers will develop type 2 diabetes by the time they are 40, and all are at increased risk of heart disease and stroke.</p> <p>May Health’s Anavi System enables a one-time, office-based procedure intended to restore ovulation in women with PCOS-related infertility who do not respond to, are contraindicated to, or decline first-line therapies. The company is advancing development of this novel treatment approach in the U.S. under its REBALANCE pivotal IDE trial in eligible women with PCOS-related infertility. The study is designed to support submission to the U.S. Food and Drug Administration (FDA) for marketing authorization. May Health has also achieved a CE Mark for the Anavi System and is planning for a limited European launch in 2027.</p> <p>Position Summary: The Office Manager will oversee office operations, ensuring office facilities, vendor relationships, supplies, and staff events are managed efficiently and effectively. This role supports our Menlo Park office and will support both onsite and remote staff, managing all aspects of the office environment while handling day-to-day needs of the team.</p>	
Essential Job Functions	
<p>Core Responsibilities:</p> <ul style="list-style-type: none"> • Ensure smooth daily operations of the office environment, making sure employees have a clean and safe office. • Oversee courier accounts (FedEx/UPS); coordinate with HR and IT to manage hardware and sensitive shipments. • Order and maintain optimal stock levels for office supplies and kitchen consumables (snacks and beverages). • Develop and manage catering relationships, including ordering weekly team lunches, ensuring quality control, delivery accuracy, and budget tracking via purchase orders. • Ensure common areas and meeting rooms remain organized and professional, coordinating with janitorial services as needed. • Troubleshoot any office issues and escalate to the appropriate teams as needed. • Manage all ongoing facilities-related issues, including maintenance requests submitted by 	

employees, management of office cleaning service, overall organization of the office space, as well as landlord relations.

- Maintain effective file organization for administrative projects and office files that are accessible to the team if needed.
- Ensure office and operations security by maintaining the security access database, file keys, access cards, and office keys.
- Sort and distribute incoming mail to the appropriate recipients
- Plan and manage employee events and activities that build morale, foster teamwork, and recognize achievements.
- Support onboarding of new employees or consultants at the direction of the hiring manager
- Complete special projects as assigned

Qualifications, Experience, and Education

- Bachelor or Associate degree in business administration or a related field preferred.
- 3+ years of experience in administrative support or office management strongly preferred (experience in a medical device or regulated and high-growth start-up environment is a plus).
- Exceptional interpersonal skills with the ability to interact professionally with diverse internal teams and high-level external partners.
- Superior attention to detail.
- A proactive "continuous improvement" mindset; ability to work independently and stay calm under pressure.
- Comfort in a fast-paced, dynamic, start-up environment, managing competing priorities with a professional demeanor and proactive approach.
- A strong commitment to confidentiality and ethical standards.

Computer and Equipment Skills

- Technical Skills: Proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, SharePoint) Google Suite, Slack, Zoom

Working Environment and Physical Requirements

WORK ENVIRONMENT	None	Under 1/3	1/3-2/3	Over 2/3
Outdoor weather conditions, including rain, snow, high heat, cold	X			
Wet/or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Hazardous chemicals	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Noise	X			
Note that above work environment conditions do not apply to Company offices but MAY apply to client environments that employee may visit or that employee MAY be assigned work.				
PHYSICAL REQUIREMENTS	None	Under 1/3	1/3 – 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Using hands to touch, handle, or feel			X	
Reaching with hands and arms			X	
Climbing stairs, using ladders			X	
Bending, stooping, kneeling, crouching, or crawling		X		
Computer use				X
Phone use			X	
Talking and hearing	Clear speech and good hearing both face to face and on the phone; hears well in noisy social environments			
Seeing	Clear vision at 20 inches or less with or without corrective lenses; vision sufficient to drive motor vehicles safely with or without corrective lenses. Able to work in low light environment.			
Lifting	Lifts up to 5-10 pounds routinely			

Applicants must be authorized to work for any employer in the U.S without restriction.

May Health is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or any other characteristic protected by law. We are committed to providing equal employment opportunities to all applicants and employees, and our decisions are based solely on qualifications, merit, and business needs.