



WESTMOUNT

Job Title: Office & Facilities Administrator

About Westmount

Since we established Westmount in 1990, our vision has been clear. Be an incubator for innovative thinking, whether that's being one of the earliest firms to adopt a business model that puts clients' interests first, embracing alternative investments like real estate and private debt, or providing leading-edge financial planning. There's something else: our people. Westmount strives to be a magnet for the top talent in wealth management by providing thoughtful mentoring, a supportive environment for growth and the freedom to pursue fresh new ideas on behalf of our clients. That mindset has allowed us to assemble one of the sharpest, most dynamic advisory teams in LA.

The Role

The primary purpose of the Office and Facilities Administrator is to ensure the smooth operation of the firm's physical office environment while supporting facilities-related projects, office administration, and client-facing needs. This role plays a key part in creating a welcoming, professional experience for both employees and clients.

The Office and Facilities Administrator will support the Westmount team and collaborate closely with Client Service, Operations, Finance, HR, IT, and external vendors to maintain a productive, organized, and client-ready workplace.

Responsibilities

Client Servicing & Office Experience

- Answer incoming office phone calls and route inquiries appropriately
- Greet clients and visitors, ensuring a professional and welcoming experience
- Coordinate meeting room setup for client meetings, including room readiness, technology, materials, and refreshments
- Assist with the coordination and distribution of client gifts and special acknowledgments
- Partner with client service and advisory teams to ensure meetings and events are executed smoothly

Operations Support

- Oversee day-to-day office and facilities operations to ensure a functional, organized, and professional work environment
- Serve as the primary point of contact for facilities-related needs and office service requests
- Manage relationships with external vendors, including building management, maintenance, cleaning, security, office services, and technology providers
- Develop project plans, timelines, and budgets; track progress and communicate status updates to stakeholders
- Coordinate office onboarding and offboarding logistics, including workspace setup and equipment coordination
- Maintain office inventory, supplies, access controls, and seating plans

- Lead facilities and office-related projects such as office moves, renovations, buildouts, equipment upgrades, and space planning initiatives

Technology & Administrative Support

- Provide light desktop and office technology support (e.g., workstation setup, monitors, peripherals, conference room AV), escalating issues to IT as appropriate
 - Support workplace safety, emergency preparedness, and compliance initiatives
 - Track facilities and office-related expenses and assist with invoice review and approvals
 - Identify opportunities for operational improvements, standardization, and cost efficiencies
 - Other duties as assigned
-

Qualifications

Required

Success in this role depends on organization, collaboration, communication, project ownership, and the ability to manage multiple priorities in a dynamic business environment. The position requires the following:

- 3+ years of experience in office administration, facilities management, or operations
- Clear, professional written and verbal communication skills
- Demonstrated project management experience, formal or informal
- Experience managing vendors, contracts, and service providers
- Strong organizational skills with excellent attention to detail and follow-through
- Demonstrated ability to prioritize, multitask, and meet deadlines
- Ability to work both independently and collaboratively across teams
- Proactive problem solver with a service-oriented mindset
- Positive attitude, professionalism, and strong work ethic with a high level of integrity
- Proficiency in MS Office Suite and an aptitude for quickly learning new software applications

Desirable:

- Desktop support or basic IT troubleshooting experience (e.g., workstation setup, peripherals, AV support)
- Experience coordinating office moves or renovation projects
- Experience in the financial services industry, preferably within a wealth management or professional services firm

Interested candidates should send their resume to careers@westmount.com.