



Office Administrator / Visa Coordinator

Nodal Exchange is a derivatives exchange providing price, credit and liquidity risk management to participants in the North American energy markets. Nodal Exchange is a leader in innovation, having introduced the world's largest set of electric power locational (nodal) futures contracts as well as the world's largest set of environmental futures and options. All transactions on Nodal Exchange are cleared through its clearing house, Nodal Clear, using a portfolio margining approach that provides participants significant risk management and capital efficiency advantages.

We are now looking for talented, innovative individuals to join our team in the following dual role in Tyson's Corner, VA (DC Metro area):

Primary responsibilities for this dual role include:

Office Administration

- Serving as the front desk receptionist
- Managing office facilities and supplies, mail and courier services
- Helping with copiers, printers and service for shredding of confidential material
- Serving as main point of contact with property manager and management company
- Working with outside office contractors: vending, courier, supplies, etc.
- Coordinating employee special events and weekly lunches and breakfasts as appropriate
- Supporting HR function with administrative tasks such as open enrollment tracking and reminders, new employee orientation and onboarding set-up (e.g., business cards, parking pass, keys, etc.)

Visa Coordination

- Proactively meet with employees who are visa holders
- Maintaining visa tracker to include important dates, requirements and approvals
- Processing all visa applications, filings and submissions
- Communicating updates to relevant parties (visa-holder, leadership, legal, HR)
- Staying informed of immigration practices and changes

Requirements:

- Experience in a professional office environment
- Strong verbal and written communications skills
- Exceptional interpersonal skills

- Self-direction and taking “ownership” of office environment and visa process
- Very meticulous attention to detail
- High integrity and can be trusted with high level of confidential information
- Experience with Microsoft Office products (e.g., Word, Excel, PowerPoint)

Preferred:

- Familiarity with immigration and visa processes

Physical requirements:

- Ability to work regular full-time business hours onsite in Tysons Corner office
- Prolonged periods of sitting and/or standing at a desk
- Must be able to lift 15 pounds at times

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