

BE A PART OF  
SOMETHING  
BIG  
A PART OF  
SOMETHING  
GLOBAL

Office Manager

WE EXPECT THAT YOU HAVE



Quick reaction and great stress management



Good communicator and coordinator



Excellent spoken and written English

AN ADDED BONUS WOULD BE



Patience, precision and attention to details



Higher education

THESE WOULD BE YOUR TASKS

1 Planning and organizing customer visits

1

2 Answering and managing e-mails

2

3 Maintaining office services by organizing office operations and procedures

3

4 Making sure that office has everything required (coffee, tea, office supplies etc.)

4

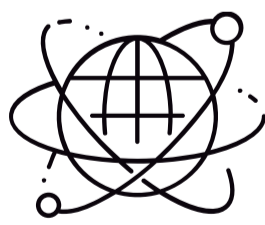
5 Organizing social office events

5

6 To be responsible for the efficient functioning of an office through a range of administrative, financial and managerial tasks

6

WE WILL PROVIDE YOU WITH



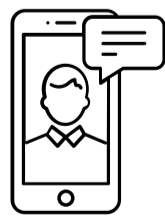
international and fast pace environment



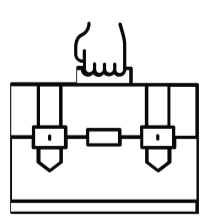
endless training and constant growth opportunities



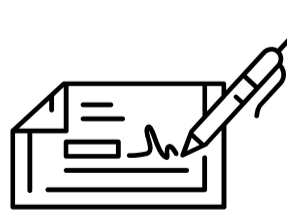
company events and an active social life



covered telephone expenses



modern office with free parking



company covered health insurance



great and motivated colleagues