

Vacancies

Position: Office Manager

Tasks and responsibilities:

- Assign and monitor clerical, administrative and secretarial responsibilities and tasks among office staff
- Support the work of the General Manager
- Keep contact with other offices within the Easy Cert Group
- Record information and data in the electronic management system used by the company (E-cert)
- Translate and review internal documents and coordinate the upload to Sharepoint
- Coordinate the update of the company website
- Follow up the contracts signed by the company
- Coordinate and issue the invoices for the clients
- Manage the incoming and outgoing invoices
- Manage customer folders and their flow within the team
- Manage contract and price negotiations with office vendors, service providers and office lease
- Responsible for developing and implementing office policies by setting up procedures to guide the operation of the office
- Prepare reports on team performance
- Contribute to Digitalisation project
- Contribute to internal audits
- Keep personal files up-to-date
- Ensure the supply of stationery, availability of internet and other utilities in the office
- Coordinate with IT department on all office equipment
- Maintain a safe and secure working environment

Requirements:

- Higher education (bachelor degree in business administration or similar studies)
- At least 3 years relevant work experience
- Proven office management, administrative or assistant experience
- Knowledge of office management responsibilities, systems and procedures
- Excellent time management skills and ability to multi-task and prioritise work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Positive thinking, energetic personality
- Fluent in English
- Driving licence (category B) is a plus

What we offer:

- Pleasant working environment
- Competitive salary
- Mobile phone
- Full time employment

Application deadline:

28.02.2020.

