



<https://team-sava.com/careers/office-manager/>

Office Manager

Description

Team Sava is closely collaborating with international IT companies to help them grow their business and day-to-day operations. Our teams of talented Artists, Developers and Project Managers are working on exciting, innovative projects and products. Team Sava's journey began in June 2019 and we have big plans ahead. To support our rapid growth, we are looking for a creative, energetic and positive person to join our great and diverse team as an **Office Manager**.

Responsibilities

Your main role will be to ensure the smooth running of an office on a daily basis. We are aiming for a candidate that naturally knows how to create and maintains a pleasant work environment, ensures highly organizational effectiveness, communication and good atmosphere. We also count on you to help us manage our social media activities and organize internal & external events.

This is an ideal opportunity for an energetic, performance driven, go-getter, who has a "can do" approach and excels with multitasking.

You will be responsible to:

- Order weekly office supply and address employee queries regarding office-related issues
- Office management including maintenance and upkeep of office equipment, food and furniture
- Liaison with facility management vendors, including cleaning, catering and security services
- Manage and regularly update office budget
- Ensure priorities are managed; daily and long-term requests are addressed
- Collect and track monthly invoices, maintain inventory records
- Fully support client visits and all external visitors
- Organize all in-house or off-site activities, such as team buildings, parties, celebrations and conferences
- Manage our social media accounts and support content creation
- Support recruitment process by scheduling interviews with candidates, ensuring positive candidate experience, act as brand ambassador and promote Team Sava's culture
- Work collaboratively with team members and colleagues across the company

Qualifications

- Excellent written and spoken English (C1 level preferred)
- At least 1 year of experience in the field of administration or general office experience in a rapidly-paced, fast-growing IT company or a start-up
- Great time management skills; he/she is a fast learner
- Ability to work autonomously and be a natural self-motivator

Hiring organization

Team Sava

Job Location

Belgrade

Date posted

December 19, 2019

- Must be a MS Office and Google Apps (Gmail, Google Calendar, etc.) whiz
- A Bachelor's degree
- A people person, enthusiastic and eager to learn
- Organized, responsible & result oriented individual

Contacts

If you think you can be a great addition to our team, please send the following to careers@team-sava.com:

- **Updated CV**
- **A short video of you saying why you are the right person for this role (duration: max 2 minutes)**