

# REVER

## DATA ENGINEERS

### *Career Opportunity*

### **Office Manager**

We are looking for an Office manager to organize and coordinate administration duties and office procedures. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.

Office manager responsibilities include scheduling meetings and appointments, making office supplies arrangements, greeting visitors and providing general administrative support to our employees. A successful Office manager should also have experience with a variety of office software (email tools, spreadsheets and databases) and be able to accurately handle administrative duties.

Ultimately, the Office manager should be able to ensure the smooth running of the office and help to improve company procedures and day-to-day operation.

#### **KEY RESPONSIBILITIES**

- Serve as the point person for office manager duties including:
  - Maintenance
  - Mailing
  - Supplies
  - Equipment
  - Bills
  - Errands
- Schedule meetings and appointments
- Organize the office layout and order stationery and equipment
- Maintain the office condition and arrange necessary repairs
- Organize office operations and procedures
- Coordinate on all office equipment
- Ensure that all items are invoiced and paid on time
- Provide general support to visitors
- Assist in the onboarding process for new hires
- Address employees queries regarding office management issues (e.g. stationery, Hardware and travel arrangements)
- Liaise with facility management vendors, including cleaning, catering and security services
- Plan in-house or off-site activities, like parties, celebrations and conferences

## REQUIREMENTS

- Proven experience as an Office manager, Front office manager or Administrative assistant
- Knowledge of office administrator responsibilities, systems and procedures
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Hands on experience with office machines (e.g. fax machines and printers)
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills in English, French and Dutch
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

## HOW TO APPLY?

Send your application letter and curriculum vitae to  
**jobs@rever.eu**