

Job description Office manager

EBC is looking for an Office Manager to organize and coordinate administration duties within the Team of EBC. The role is to create and maintain an efficient work environment, ensuring high levels of organizational effectiveness, communication within EBC, and safety.

The position works closely with the Executive Director and other colleagues to provide administrative support.

Discretion and confidentiality are essential attributes for the position.

Responsibilities

- Scheduling meetings and appointments within in the office
- Organising the office maintenance
- Organising meetings of the Board of EBC: checking rooms and logistics, circulating invitations, monitoring registrations, etc., preparation of background material and supporting documents for the Board and Executive Committee, as well as ensuring timely follow-up
- devising and maintaining office systems, including data management and filing
- Providing general administrative support to the EBC Team
- Leading preparation and implementation of other various events, i.e. plan in-house or off-site activities, like projects meetings and conferences, etc.
- Arranging travel, visas and accommodation for the EBC Team and Executive Committee
- Screening phone calls, enquiries and requests, and handling them when appropriate;
- Dealing with incoming email and post, often corresponding on behalf of the Executive Director
- Liaising with members and partners, suppliers and team members
- Greeting visitors and provide general support to visitors
- Maintaining the office condition and arranging necessary repairs
- Coordinate with IT department on all office equipment

Skills and requirements

The ideal candidate for this position should:

- Have outstanding interpersonal skills; demonstrate flexibility; initiative and pro-activity
- Be attentive to details and have strong problem solving skills
- Have excellent written and oral communication skills
- Show ability to work in varied professional, socioeconomic and cultural context
- Be proficient with Microsoft Office suite, Google Suite, as well as database and project management softwares
- Ideally, demonstrate experience as an Office manager, Front office manager, Administrative assistant or a similar position
- Have a knowledge of office administrator responsibilities, systems and procedures
- Demonstrate strong time management skills and ability to multi-task and prioritize work
- Show a creative mind with an ability to suggest improvements
- Have achieved a minimum level of education of High School degree, or equivalent; additional qualification as an Administrative/Personal assistant, Secretary, Office Manager or similar qualification will be a plus
- High level of energy and enthusiasm