

Bright IT creates digital marketing solutions that help the Marketing, Sales, Communications and IT organisations of our international clients successfully connect with their customers, partners and associates.

To strengthen our growing international team the following full-time position is open for immediate start:

# OFFICE MANAGER / ADMINISTRATIVE ASSISTANT

IN WROCŁAW, POLAND

## RESPONSIBILITIES

- Organize office operations and procedures - directly reporting to our management
- Manage office suppliers and other local service providers - including ordering, invoicing and negotiations
- Ensure that all items are invoiced and paid on time as well as reported to our accounting
- Scheduling and organisation of meetings, appointments and business trips for our team and visitors
- Work closely with HR in updating and maintaining office policies as required - assisting in the onboarding process of our new hires
- Assist in maintaining the office in good working condition - keeping our office space organised and coordinating necessary maintenance and repairs
- Plan our in-house or off-site activities such as conferences, celebrations and other team events

## YOUR PROFILE

- Proven working experience in a similar role
- Proficiency in Microsoft Office (Excel, Word) and similar tools as well as hands on experience with office machines (printers, scanners etc.)
- Very good organizational and administration skills and ability to multi-task and prioritize work - especially in a fast-paced environment
- Good communication skills, proactive, systematic way of working with attention to detail
- English working proficiency is a must
- German language skills are a plus and reflected in compensation

## OUR OFFER

- Competitive salary, employee benefits and a bonus model based on personal effort
- The ability to further develop your role in a successful growing company
- We provide a high quality working environment for our entire staff

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In case you are a good match and interested in working with us, we look forward to your application by email at [work@bright-it.com](mailto:work@bright-it.com).