

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

- Employee benefits (LuxMed, Multisport) and a budget for self development,
- Highest quality environment and hardware (iMac, daskeyboard, external display, ergonomic chair),
- Mix of experienced and young enthusiasts (to gain a bit from everyone),
- Fridge with a good selection of juices and a Football table with our own app for player statistics!

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.

Please include the following statement:

I agree for Bright IT sp. z o.o. to process my personal data included in the submitted documents for the purposes of carrying out the recruitment process for the position of Office Manager / Administrative Assistant. I agree for my above mentioned personal data to be processed by Bright IT Sp. z o.o. for the purposes of future recruitment processes.