

Office manager

Office Manager Requirements:

- A bachelor degree or equivalent.
- one year of experience in office administration
- Office management experience.
- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint, as well as in Canva and social media (Facebook, Instagram, LinkedIn).

Office Manager Responsibilities:

- Overseeing general office operation.
- Greeting visitors, answering a high-volume of incoming phone calls
- Coordinating appointments and meetings and managing staff calendars and schedules and holidays
- Supervising the employees and giving updates at the end of day for the report and for the sick live
- Coordinating domestic and international travel, including flight, hotel, and car rental reservations.
- Purchasing office supplies and equipment and maintaining proper stock levels.
- Producing reports, composing correspondence.
- Creating presentations on social media and replying to the candidates on professional level



apply now:
hr.office.bbs@gmail.com

We offer:

- Competitive salary and opportunity for career growth;
- Modern office space in the city centre;
- Modern concept of employment;
- Team buildings and corporate events;
- Pleasant working atmosphere with young and talented colleagues.