



Office Manager

Location: Berlin, Germany

Your main responsibilities:

- HR Recruiting, planning of evaluations, main contact for the Arbeitsamt
- Office Ensure quality of our environment, from coffee machine to atmosphere
- Supplies Order and track inventory, maintaining a well-equipped office
- Exec. Assistance Record meetings, travel booking, errands, guest reception

Your skills:

- You are assertive, a real problem solver
- Accuracy and precision are your bread and butter
- You know your way on a Mac and you have plenty of experience with Word and Excel
- Taking ownership of projects comes natural to you

We are developing a complete home security system in one, beautiful device – called FLARE®. Thanks to its artificial intelligence, FLARE® can take smart decisions on its own. We believe that home security should be easy, affordable and non-intrusive. Check our website to learn all about FLARE®

Got excited? Send your CV and motivation to wouter@buddyguard.io