**IT Office Manager**

Reporting to CTO

Rohlik Group is one of the biggest online grocers in the EU, with EUR 300 mil. in revenue. We deliver a full assortment (15 000 SKUs+) in 3 hours and a 15-minute delivery window. We are freshly funded with EUR 190 mil., profitable, dynamic and growing rapidly. Prague is our home city (rohlik.cz), but we already expanded to Budapest (kifli.hu) and Vienna (gurkerl.at). We will launch Munich (knuspr.de) in the summer with other big cities in Germany to follow quickly. CEE and Western Europe is our next target market.

**Department Overview**

Rohlik is a technology company. That's why IT is the biggest team in HQ and it is the true heart of our agile landscape. We are the catalyst of business - the business will grow as fast as we deliver functions. We are connecting business and technology via our agile landscape. We are organized in tribes and squads (Spotify agile model). Each squad evolves and maintains some business area. IT (or better to say the whole agile landscape) is an international team which has to work and support every branch in the Rohlík family with an equal service level. We operate from Prague, but we serve each country with the same approach and power. Therefore, travelling and visiting the countries is needed from time to time.

The whole IT team has 90 members now. The Plan is to grow to 130 till May 2022. We are a multinational team.

**Role Overview**

The IT Office Manager helps the CTO with an agenda covering basic tasks, manual and repeating activities and tasks which do not require major responsibilities or decision making based on many years of experience. In this position you will also help with the tasks and responsibilities of a manager (gaining experience with manager level taks).

**What we expect from you**

● Regular communication and invoice hand over from IT suppliers to the Accounting ● Setting up application logins, removing rights from departing employees - supporting onboarding and exit tasks from the HR department in cooperation with local IT support (GSuite, Admin, Microsoft office license assignment, Tettra, Slack)

● Administration of the Slack communication app on an organisation wide level ● Execution of approved orders (uploading to Abra, ordering of the item; only when approved by the CTO)

● Addressing candidates (general email sent from CTO mailbox)

● Support meeting organisation (availability of attendees and meeting rooms based on their calendars) and events

● Administration of IT department overview sheets (employee overview, attendance) and tools (Pingboard, GSuite) - keeping information updated

● Cooperation with the Financial department - cost control and overview, cost planning, budget control and forecasting

● Cooperation with the HR department on salary preparations and bonus assignments, supporting the overview sheet administration

● Organising activities to support the hiring process and to increase knowledge about Rohlík as an employer

○ Support organising attendance at fairs (JobsDev, fairs organised by universities) ○ Support organising meet-ups organised by Rohlík

○ Support organising activities to increase knowledge about Rohlík as an employer (cooperation with HR and Marketing with preparation of materials, social media communication etc.)

**What we look for**

● At least 6 months of experience as a Project Manager or Office Manager ● Time availability min. 20h per week (in case of active students, otherwise FT) ● Ability to prioritise and execute tasks based on their impact for end users ● Willingness to self-develop and gain more experience in IT and management fields ● Excellent communication skills - verbal and written

● Good prerequisites in time management

● Analytical mind and problem-solving aptitude

● English language (minimum intermediate level)

**KPI’s typical for the position**

● CTO evaluates if following values were fulfilled:

○ personal growth

○ ownership quality

○ flawless attendance

**What we offer**

● Your work will have a direct impact on the company's results

● We will implement your good ideas almost immediately – not waiting for the approval of the headquarters somewhere in the world

● You will not be bound by corporate processes

● Your work has to be innovative and meaningful, we do not want to follow trends, but set them

● Last but not least, we mainly offer a fair reward and the possibility of professional growth and education, also a great bunch of people around and legendary corporate events

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