**Office Manager**

Reporting to HR Director

Founded in 2014 in the Czech Republic, Rohlik is the European leader of e-grocery in Central Europe. Already active in the Czech Republic ([Rohlik.cz](http://rohlik.cz/)), Hungary ([Kifli.hu](http://kifli.hu/)) and Austria ([Gurkerl.at](http://gurkerl.at/)), and now also in Germany ([Knuspr.de](http://knuspr.de/)). By owning its end-to-end operations, including all technology in-house, Rohlik provides a superior customer experience and the freshest food from local farmers and artisans, as well as a broad supermarket selection.

**Role Overview**

Office Manager organises and coordinates administration duties and office procedures. Your role is to create and maintain a pleasant work environment, ensuring high levels of organisational effectiveness, communication and safety. You will as well manage and lead the receptionist(s)**.** A successful Office Manager should also have experience with a variety of office software (email tools, spreadsheets and databases) and be able to accurately handle administrative duties. Ultimately, the Office manager should be able to ensure the smooth running of the office and help to improve company procedures and day-to-day operation.

**What we expect from you**

* Development and implementation of administrative procedures related to office management
* Drawing up budgets and office plans, organising the working environment, maintaining appropriate ergonomics
* Tracking office supplies and ordering new supplies as needed, approving office purchases
* Preparation of reports for management - keeping track of office equipment, inventory of assets, review of office budget performance
* Scheduling meetings and managing meeting rooms
* Planning events on and off site, including planning and arranging catering
* Monitoring office equipment and hiring contractors for maintenance and cleaning as required
* Managing parking spaces

**What we look for**

* Experience as an Office Manager or similar
* Knowledge of Office Administrator responsibilities, systems and procedures
* Short experience with Facility Management
* Proficiency in MS Office (MS Excel and MS Outlook, in particular)
* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills in a fast-paced environment
* A creative mind with an ability to suggest improvements

**KPI’s typical for the position**

* Service level
* Budget control

**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 a legendary company events

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