

Office Manager (f/m)

Zurich, Switzerland | 50% (5 days a week, in the morning)

Company Description

Sixsentix ranks among the fastest growing companies in Europe, among the top 3 fast growing companies in Switzerland, was recognized as one of the top small businesses in Serbia and is among the top 50 global most valuable brands! With offices in Zurich, Vienna, Belgrade, Novi Sad and a strong presence in Abu Dhabi, we provide Software Agile Testing Services with advanced analytics to the largest banks, financial services, insurance and telecom companies. We are looking for a new member of our growing company. Join our [Sixsentix](#) Team!

Job Description

- Collaborate in a Team of two people
- Organizing office operations and implement and monitor internal processes & procedures
- Manage contract and price negotiations with office vendors, service providers and office lease
- Coordinate with IT & Finance department on all office equipment and hardware including budgeting and reporting. Managing the purchasing and the inventory.
- Serve as the contact person for office manager duties including office rearrangements, maintenance and supplies
- Manage post service
- Keep an ongoing contact with the main front desk
- Host visitors and support in organizing Sixsentix events
- Liaise with facility management vendors, including cleaning, catering and security services
- Opportunity to take on and initiate ad-hoc projects
- Management assistance
- Run general errands and ensure the smooth operation of the office

Qualifications

- Proven experience as an Office Manager, 3+ years of experience with knowledge of office administrator responsibilities and procedures
- Hands on experience with managing different stakeholders and their needs in a fast-pace environment
- Excellent time management skills and ability to prioritize work
- A creative mind with an ability to suggest improvements and implement them
- Energetic and open personality with “can do” attitude
- Attention to details and problem-solving skills
- German native speaker and excellent written and verbal communication skills in English
- Proficiency in MS Office

The work environment is dynamic and stimulating, with excellent working conditions such as competitive salary and benefits. Can you envision your career at a place where what you do is acknowledged and regarded as important?

We look forward to receiving your electronic application (CV, reference letters, etc.) by email to careers.ch@sixsentix.com. Find more information about Sixsentix on www.sixsentix.com

