

OFFICE MANAGER NIŠ

(m*f*x)

kraftwerk International – founded in 2011 – in Niš, is a branch of the international digital agency kraftwerk with headquarters in Vienna, Austria. We create information, communication and e-commerce solutions and products for medium and large companies and help them take the next step in the digital age. We do this as a team of more than 60 highly motivated experts.

Your responsibilities.

- Office Management. You are the backbone of our office in Niš. This includes general procurement, office phone and email, organizing meetings and being the main contact for all questions related to the office infrastructure and maintenance.
- Administration. You are responsible for general back-office tasks like preparing documentation, organizing the document archive, vacation requests, regular checking with offices in Vienna. Additionally, you are involved in financial topics like contacting our external accountant, sending reports and keeping an eye on the monthly office budget planning.
- Human Resources. You support the HR manager in recruiting and onboarding of new employees.
- Bringing people together. You organize team activities, events and trips from or to Niš. That helps to ensure close collaboration between kraftwerk in Austria and Serbia.

Your skills.

- You finished high school successfully or any similar level of education.
- Minimum three years of professional experience in office management help you to dive in your new tasks quickly.
- Excellent skills in Microsoft Office and Google docs are key.
- You love communication and teamwork. In Serbian as well as in English. German skills are nice to have but not obligatory.
- You are exceptionally reliable. Colleagues and customers appreciate your structured way of working and your organizational talent.

Our offer.



Family-friendly with flexible working hours and up to 20% remote work.



Attractive compensation package including private health insurance.



Challenging projects with interesting international customers.



Generous budget for individual coaching and personal development.



Ready? Let's go!
Send your application in
English including your CV
to jobs@kraftwerk.co.at