



Ваш надежный помощник

# Office Manager

📍 Киев, 🕒 21 октября 2024

Компания: [Alcor](https://jobs.ua/company/id/1633810) (<https://jobs.ua/company/id/1633810>) ([Все вакансии](#))

Рубрики: [Офисный персонал](#)

## Пожелания к сотруднику

Образование: полное высшее  
Опыт работы: от года  
График работы: полный рабочий день

## Описание вакансии

Are you ready to take on new challenges in a dynamic environment where professional growth is a priority?

We are on the hunt for a proactive **Office Manager** to enhance our workplace operations and foster a vibrant office culture. **ALCOR** is a growing tech company that offers an all-in-one-place solution for tech product companies to build their software R&D centers from 0 to 100 developers in LATAM and Eastern Europe. Our clients: People ai, Grammarly, BigCommerce, Ledger, Sift, and many others.

### What makes you a great fit:

- At least 1 year of experience in office management or a similar role.
- Strong English skills (B2 level and above).
- Based in Kyiv, with the ability to visit the office 2-3 times a week.
- Strong time management and multi-tasking skills.
- Experience in solving issues with office landlord representatives.
- Independence, responsibility, and an organized approach to your work.

### What you'll be doing:

- Providing access to the office and coworking spaces, handling telephone calls.
- Snail mail, express courier services: sending/receiving of correspondence/parcels distribution.
- Organizing/coordinating all business travel aspects, including flights, accommodations, etc.
- Help with organizing company events and conferences.
- Office procurement and preparation of reports on office expenses.
- Collaborating with internal departments.

### What you'll gain by joining us:

- **Development.** We have an English Speaking Club, a reading club, regular trainings, management trainings, and useful information sessions.
- **The team.** You will work with a friendly team of professionals who will share their experience and knowledge with you. From your first day at work, you will have a mentor who will assist you with adaptation.
- **Working conditions and benefits.** Salary — pegged to the USD exchange rate, flexible work schedule, paid sick leaves, vacation, and days off, IT Kit.
- **Corporate culture and mission.** Our values — focus, fun, self-development, openness, and the “wow” effect. We're on a mission to empower great tech companies to save the world by making access to tech talent as simple as possible.

If you are interested in the position, please send your CV.

We'd love to meet you!

## Контактная информация

Контактное лицо: ОксанаМельник

Сайт: <https://alcor-bpo.com/uk/>

Адрес: Київ, вул. сім'ї Прахових 58/10, БЦ  
Європасаж