

Administrative Support Specialist - Office

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Company: Aspiratio Consulting

Location: Kraków

Category: other-general

Your responsibilities

Join our team and become the cornerstone of our office's smooth operation and outstanding efficiency. In this dynamic role, you'll manage diverse tasks to ensure that administrative processes, document flow, and preparation run seamlessly. You'll also play a crucial role in fostering an environment where our core values of teamwork, caring, and knowledge thrive continuously.

Your ownership will include:

Document management: ownership of complex document flow and maintaining meticulous record-keeping standards and flawless execution of document digitization, printing, packaging, and dispatching tasks.

Effective mail handling: managing the reception and digitization of mail, including smooth coordination of courier services.

Vendor collaboration and supply management: responsibility for office operations, vendor collaboration, and supply orders.

Digital administration: administering various digital administrative platforms with expertise and attention to detail.

Archiving and file organization: maintaining organized archives and file systems with precision and order.

Inventory management and maintenance of office equipment.

Invoicing and additional payment requirements.

Cross-departmental support - providing adept support to other departments.

Cultivating a supportive environment by ensuring a smoothly functioning, inclusive, and well-maintained office environment for the entire team.

Collaboration with culture ambassador and leadership team to ensure a nurturing office atmosphere to support overall teamwork and team well-being.

Office events and educational initiatives coordination for our team development.

Our requirements

Alignment with our core values: knowledge, teamwork, caring, and maturity.

Proficiency in administrative roles or office management.

Exceptional organizational skills and a sharp eye for detail in document management.

A solution-oriented mindset coupled with thorough attention to detail.

Demonstrated creativity and proactivity in arranging office spaces, prioritizing a warm and inviting atmosphere.

Strong verbal and written English skills (C1/C2 level).

Capacity to give and receive constructive feedback.

Effective usage of business tools such as CRM, Asana, Miro, and others.

What we offer

Attractive work environment within a company with a clear mission, vision, and supportive values.

Hybrid work model and flexible working hours.

Stability through permanent employment contracts and an attractive package including

salary, Multisport benefits, and medical insurance.

Opportunities for both professional and personal growth.

Dedicated support from experienced mentors, the leadership team, and colleagues.

A friendly atmosphere with tasty snacks and beverages.

An attractive office location in the heart of old town Krakow.

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