

Office Manager

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Company: Miratech

Location: Warsaw

Category: other-general

Job Description

This role is responsible for managing all aspects of the company's office environment, ensuring a smooth and efficient operation for employees. Responsibilities include maintaining the physical space, managing vendors and contracts, budgeting, administrative tasks, and supporting employee needs.

Responsibilities:

Office Environment:

Maintain all company areas (meeting rooms, public zones, offices) in a clean and well-maintained condition.

Organize and oversee office maintenance, repair work, reconstruction, and renovation as required

Manage labor protection and fire safety compliance, including health examinations, evacuation drills, and extinguisher maintenance, external labor audits.

Manage physical access to the office by issuing and collecting access cards following company policies.

Vendor Management and Contracts:

Ensure the reception of guests and delegations, providing general support to visitors.

Manage existing contracts and renewals, negotiate prices with office vendors, suppliers, and service providers, including office lease.

Communicate with the landlord and other suppliers, liaise with facility management vendors for cleaning, maintenance, and repairs.

Budget and Purchasing:

Manage the office budget, including purchasing coffee, water, fruits, stationery.

Control inventory, maintain communication with suppliers, and ensure timely payments.

Conduct local market research to compare prices for office goods, maintenance services, medical insurance, and other services.

Administrative Support:

Maintain all office correspondence, phone, and message services, including international calls and voicemail distribution.

Organize courier and delivery services (domestic and international).

Resolve employee issues received through Jira, ensuring tracking and recording of requests.

Participate in local event arrangements and team-building activities (administrative support).

Maintain office attendance records.

Provide administrative support to Staff Administration, Finance, Legal, and Employee Experience departments upon request.

Employee Services:

Facilitate document signing for the company and other parties (providers, employees).

Arrange for new employees to complete and sign employment contracts and forms.

Coordinate medical examinations for new employees and track their renewals.

Support preboarding and onboarding of new employees.

Qualifications

Proven experience as an Office Administrator or Front Office Manager or any related position, preferably in tech company.

Proficiency in MS Office (MS Outlook and Excel, Power Point in particular).

Excellent time management skills and ability to multi-task and prioritize work.

Strong organizational and planning skills in a fast-paced environment.

Attention to detail, customer-service oriented and problem solving skills, stress tolerance.

A creative mind with an ability to suggest improvements.

Excellent interpersonal, oral and written communication skills.

High School degree.

English – Upper-Intermediate.

Polish – Native (or Fluent)

We offer:

Culture of Relentless Performance join an unstoppable technology development team with a 99% project success rate and more than 30% year-over-year revenue growth.

Competitive Pay and Benefits : enjoy a comprehensive compensation and benefits package, including health insurance, language courses, and a relocation program.

Growth Mindset reap the benefits of a range of professional development opportunities, including certification programs, mentorship and talent investment programs, internal mobility and internship opportunities.

Global Impact collaborate on impactful projects for top global clients and shape the

future of industries.

Welcoming Multicultural Environment be a part of a dynamic, global team and thrive in an inclusive and supportive work environment with open communication and regular team-building company social events.

Social Sustainability Values join our sustainable business practices focused on five pillars, including IT education, community empowerment, fair operating practices, environmental sustainability, and gender equality.

** Miratech is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected status under applicable law.*

Additional Information

All your information will be kept confidential according to EEO guidelines.

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