



Talent driven
culture.

Office Manager – Space Sector (Portugal)

Ref.^a T20255

Our client is a company focused in unlocking earth observation's full potential to understand our planet and transform it for the better. They work alongside with their partners, using their high quality imagery and analytics expertise to extract insights that help making the right decisions.

We are looking for a **Office Manager** to be integrated in Portugal.

Location: Lisbon, Portugal

Work Regime: On-site, full presential

Accountabilities:

- Oversee day-to-day office operations and ensure a well-organised workspace;
- Manage office supplies, equipment, and vendor relationships;
- Coordinate the necessary tasks to assure meetings, travel arrangements, and company events;
- Assist HR and Finance with administrative support (onboarding, invoices, payroll, reimbursements of expenses, etc.);
- Ensure compliance with company policies and procedures;
- Support the leadership team with several activities;
- Assistance to employees, managers and line managers of the company: translating, preparation of copies, prints or supporting documents to different departments;
- Tasks related to collecting, preparing and organising documentation (e.g. payslips; invoices; social security receipts, etc);
- Logistics and supplier management in order to guarantee the normal functioning of the organisation, including contact with travel agencies, management of cleaning and office supplies/equipment;
- Carrying out cross-cutting organisational tasks, including sending merchandising and necessary shipments between the offices in Portugal and Spain, etc.

If you meet the above requirements, please send your application via email: careers@qsr.consulting with reference to T20255_Rec_ Office Manager

Requirements & Qualifications:

- Degree in management advisory/assistance, public administration, human resources management or in another relevant area within the scope of the job;
- Proven experience as an Office Manager, Administrative Manager, or similar role (minimum 5 years);
- Ability to communicate and interact with different levels of stakeholders;
- Ability to organize own time and responsibilities with minimal supervision;
- Dynamism, multitasking and problem-solving skills;
- Excellent interpersonal skills;
- High sense of responsibility and ethics;
- Ability to multitask and remain calm under pressure;
- Advanced knowledge of Microsoft Office, (Word, Excel, PPT; Teams, etc);
- Aptitude and interest in dealing with new technological tools;
- Advanced level of English;
- A basic understanding of Spanish is highly appreciated, although not mandatory.

Offer:

- Career development opportunity.
- Wage package appropriate to the presented experience.
- Access to various benefits such as training academy, health insurance, among others.

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