



People Connectivity

OFFICE ADMINISTRATOR

KEY RESPONSIBILITIES:

The Office administrator is responsible for overseeing and supporting all administrative duties in the office and ensure that the office is operating smoothly in the General management team and in The Regional management teams.

DUTIES AND RESPONSIBILITIES:

- Act as the first point of contact for all visitors related to internal and external inquiries, including phone calls and emails.
- Organize and maintain physical and electronic filing systems, ensuring that documents are filed and stored correctly.
- Ensure the office environment is clean, organized, and conducive to productivity, including coordinating maintenance and addressing any facility-related issues.
- Oversee the daily operations of the office, including managing office supplies, equipment, and facility management.
- Manage relationships with office suppliers and service providers, including negotiating contracts and ensuring timely delivery of services.
- Track office expenses and assist with managing budgets related to office supplies, equipment, and utilities.
- Assist in organizing office events, meetings, and team-building activities.
- Assist with maintaining office schedules and addressing general employee inquiries.
- Coordinates domestic and international travel, including flight, hotel, and car rental reservations.
- Hospitality support for expatriates. Providing information about the country and assisting in finding various services.
- Provide administrative assistance to management and staff, such as preparing reports, managing calendars, and scheduling meetings.

REQUIREMENTS:

- Higher education is preferred.
- Previous work experience for 2 years in office administration or management, preferably in an international company.
- Previous experience working in the construction industry will be considered as an advantage.
- High level of English, both spoken and written (at least at B2 level) to perform duties toward all colleagues, coming from JV partners' companies, fluent Latvian.
- Knowledge of languages such as French, Italian, Polish could be considered an advantage.
- Good computer skills (MS Office, MS Forms, Adobe acrobat reader) and ability to work with office equipment.
- Good communication skills, initiative and a positive attitude towards work.
- Ability to handle multiple tasks at the same time.
- Attention to details is a must.
- Ethical behavior at work.

WE OFFER:

- Opportunity to gain professional experience in an international company.
- Monthly salary starting from EUR 1300.00 to 1700 gross (based on experience and competence).
- Opportunities for professional development and career growth.
- Great working environment and support in the work process.
- Workplace at Riga, Matrozu street 15.
- Health insurance from your first working day.
- Corporate and social events.
- Long-term stability.