

## **Office Manager**

**Description of role:** The Office Manager supports in organizational and technical terms the AEB office.

### **Areas of responsibility:**

- Maintaining and monitoring of office systems
- Stationery, food, coffee, tea , beverages and other goods supplies for the office needs
- Pre-selection and purchasing of office furniture, equipment and other office goods
- Pre-selection, organizing of tenders and contracting the suppliers for copier maintenance, IT service, phone operator, portable water supply and other office requirements
- Making written requests to the administration of business centre in case of office needs, and making information letters before the meetings advising date, time and number of participants.
- Receiving telephone calls and establishing telephone connections
- Preparing meetings and other events in the AEB office
- Assisting in organizing of different meetings, conferences, exhibitions and other public events outside of the office and accompanying to them
- Writing minutes of different meetings and events
- Assisting in visa management issues and replacing the Visa Manager in case his/her absence
- Other duties as specified by AEB management

### **Requirements:**

- University graduate with minimum 2 years practical experience
- Excellent verbal and written Russian skills
- Good working knowledge of English (verbal and written) (knowledge of other European languages is a plus)
- Excellent interpersonal skills
- Good computer skills, including working knowledge of MS, MS Excel and MS Power Point
- Outstanding manners
- Willingness to work hard and flexible working hours
- Team player