

# Job Description

## Office Manager

### ABOUT US

QUESTIA GROUP is an independent Romanian business founded 9 years ago, that develops online survey software from scratch, rooted in innovative technology and extensive research knowledge. We have run large-scale projects in over 23 countries on 5 continents. Looking ahead, our plans for the upcoming period include refining existing products, launching new ones, and seamlessly integrating AI technology to enhance our offerings further.

We are looking for a dedicated and energetic Office Manager to assist our company with administrative tasks.

### ROLE PURPOSE

As an Office Manager you will support our office operations, ensuring our administrative activities run smoothly on a daily and long-term basis. You will be responsible for organizing and constantly improving the office-related activity & processes. You will act as a permanent liaison between the employees and the organization's management. The role requires the suitable candidate to possess excellent administrative and organizational skills.

### PROFILE

If you are a person who easily connects with people, has a detail-oriented mindset and you have proven excellent administrative and organizational skills, we'd like to meet you.

- Bachelor's degree
- Proven 1-3 years' experience as an Office Manager or similar role in knowledge workers organizations;
- Experience in a tech company represents a plus;
- Exceptional communication skills, writing skills, interpersonal skills, and ethical mindset;
- Strong organizational and planning skills; proficient user of a task management software (e.g. Asana, Monday, Jira);
- Initiative, determination, curiosity, assertiveness, empathy, attention to detail and problem solving attitude;
- Ability to develop and manage interpersonal relationships at all levels of the company;
- Adept to problem-solving and conflict resolution;
- A creative mind with an ability to suggest improvements;

- Trustworthy, can easily assess the information sensitivity and act accordingly;
- Great team player with confidence, creativity and drive;
- Proficiency in Microsoft Office package (Word, Excel, PowerPoint);
- Full professional proficiency in Romanian and English
- Interested in tech topics.

## RESPONSIBILITIES

- Keep the office running smoothly: organize office operations, maintain the office condition and arrange necessary repairs, purchase office supplies and equipment and maintain proper stock levels, manage correspondence;
- Represent the interests of the organization in relation with external stakeholders: various vendors, service providers and other business partners – e.g. office supplies, Legal, Accounting, banks etc.;
- Organize hardcopy and electronic documents, manage employee files, contracts and invoices;
- Organize & update company procedures;
- Produce & update reports, presentations, correspondence, and draft new contracts;
- Assist with the staffing process, including onboarding and offboarding;
- In charge of internal communication: deliver organization-level messages, both administrative and on behalf of the management team;
- In charge of employee relations by addressing demands, suggestions or other issues;
- Plan and organize meetings and internal events;
- Suggest improvements for the existing processes;
- Offer support to team members on a variety of activities (research, communication, social media, Accounting, Legal).

## OUR OFFER

Joining QUESTIA GROUP means being part of a highly passionate and dedicated team. You will be working in an informal, fast-paced and international culture where chances for personal development and learning opportunities are ample. We strive to be an open and transparent company in which everyone is invited to participate. Fun is definitely part of our culture. On top of this, we offer a competitive compensation package.

## OUR BENEFITS

- A minimum of 23 paid vacation days;
- 1 extra paid leave day for each full year in the team;
- December 24<sup>th</sup> and 31<sup>st</sup> paid days off;

- Regina Maria medical subscription for each team member +1 extra family member;
- Full availability to support professional development (e.g. courses, programs, other resources);
- Our office is located in the very center of Bucharest, Victoriei Square, facing Kiseleff Park;
- Regular informal get-togethers, annual teambuilding & more.

Let's meet! Send us your CV at [office@questiagroup.com](mailto:office@questiagroup.com).