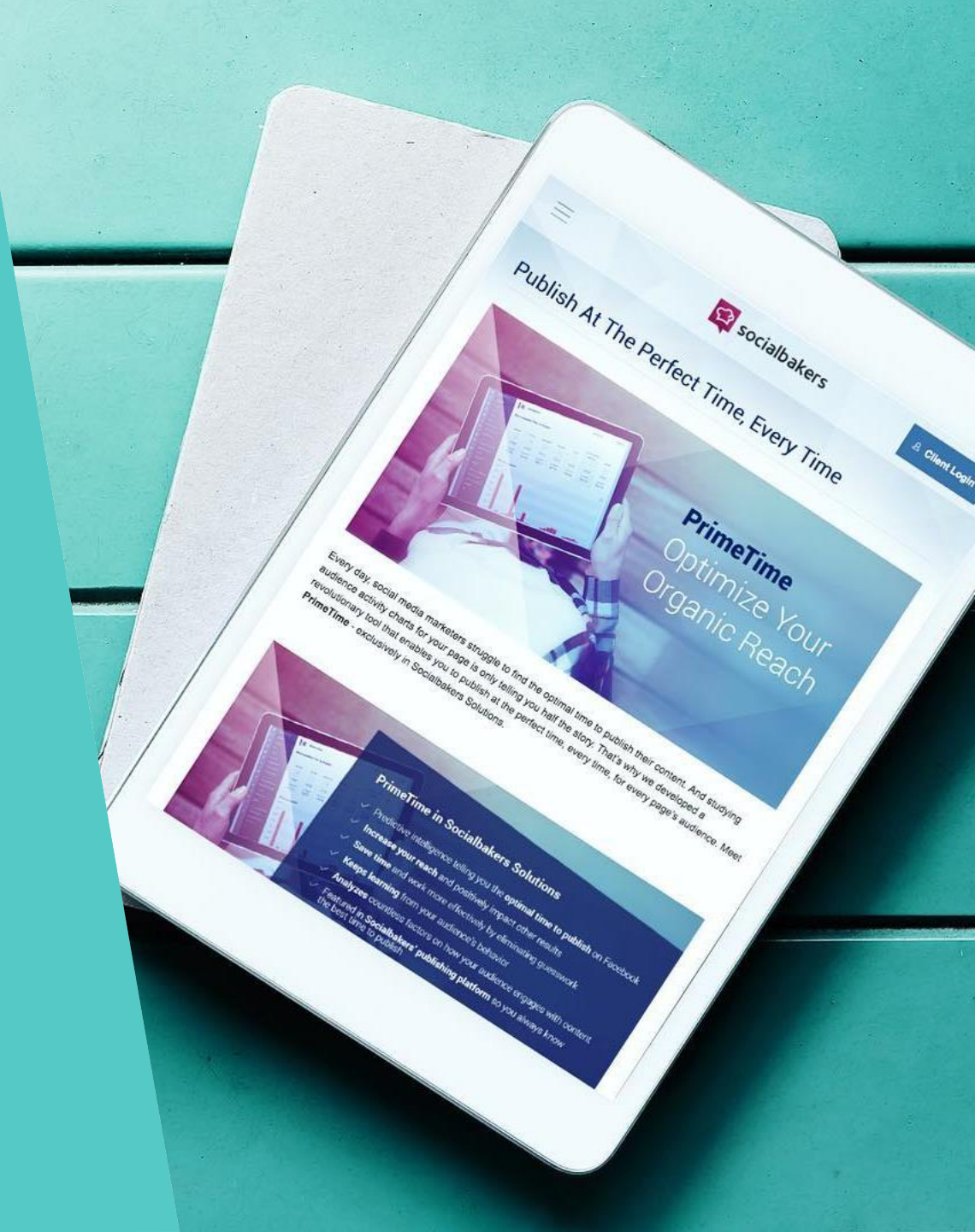
socialbakers

OFFICE ASSISTANT

for Prague office

WORK AT SOCIALBAKERS



OFFICE ASSISTANT

Department
OFFICE MANAGEMENT

Position Type
PART-TIME

Location
PRAGUE

Reporting To
SENIOR OFFICE MANAGER

Language
CZECH & ENGLISH

E-mail
jobs@socialbakers.com

ABOUT SOCIALBAKERS

Socialbakers is trusted social media analytics partner to thousands of enterprise brands and SMBs, including over 100 companies on the 2015 Fortune Global 500. Leveraging the largest social media data-set in the industry, Socialbakers' suite of solutions helps brands large and small ensure their investment in social media is delivering measurable business outcomes.

With over 2,500 clients across 100 countries, defined by rapid product innovation and dedication to customer success, Socialbakers is one of the industry leaders in social media analytics, tracking over 8 million social profiles across all major social platforms including Facebook, Twitter, YouTube, LinkedIn, Instagram, Google+ and VK.com.

300+
EMPLOYEES

11
OFFICES WORLDWIDE

2500+
CUSTOMERS

30+
NATIONALITIES

JOB DESCRIPTION

What is it like to work for the coolest high tech company with a startup-like culture? Apply now and find out!

You will be reporting to the Senior Office Manager in the Czech Republic, our Prague headquarters located in Karlín. In this role, you will be responsible for the office reception, administration support and other tasks related to office management operations.

The team in our Prague headquarters has more than 150 people and is growing. The team here is very international and full of enthusiastic people that are part of different departments – Sales, Marketing, Engineering, Customer Support, HR, Finance, Sales operation, and other back office.

JOB DESCRIPTION

KEY RESPONSIBILITIES

- Ensuring the Prague office is running smoothly and effectively
- Being the face and the the front officer of the company not only for cliens, external guests and candidates, but also for our own employees
- Handling communication with suppliers, clients and other offices
- Managing orders, monitoring stock, organizing deliveries
- Keeping track of all OM operations, creating and maintaining records
- Participating in the organization of company events, trainings, learning lunches
- Keeping records of hand-over protocols and other documents
- Taking care of incoming and outgoing post
- Organizing travel arrangements and cooperating with Travel Agencies
- Providing administrative support to members of management

JOB DESCRIPTION

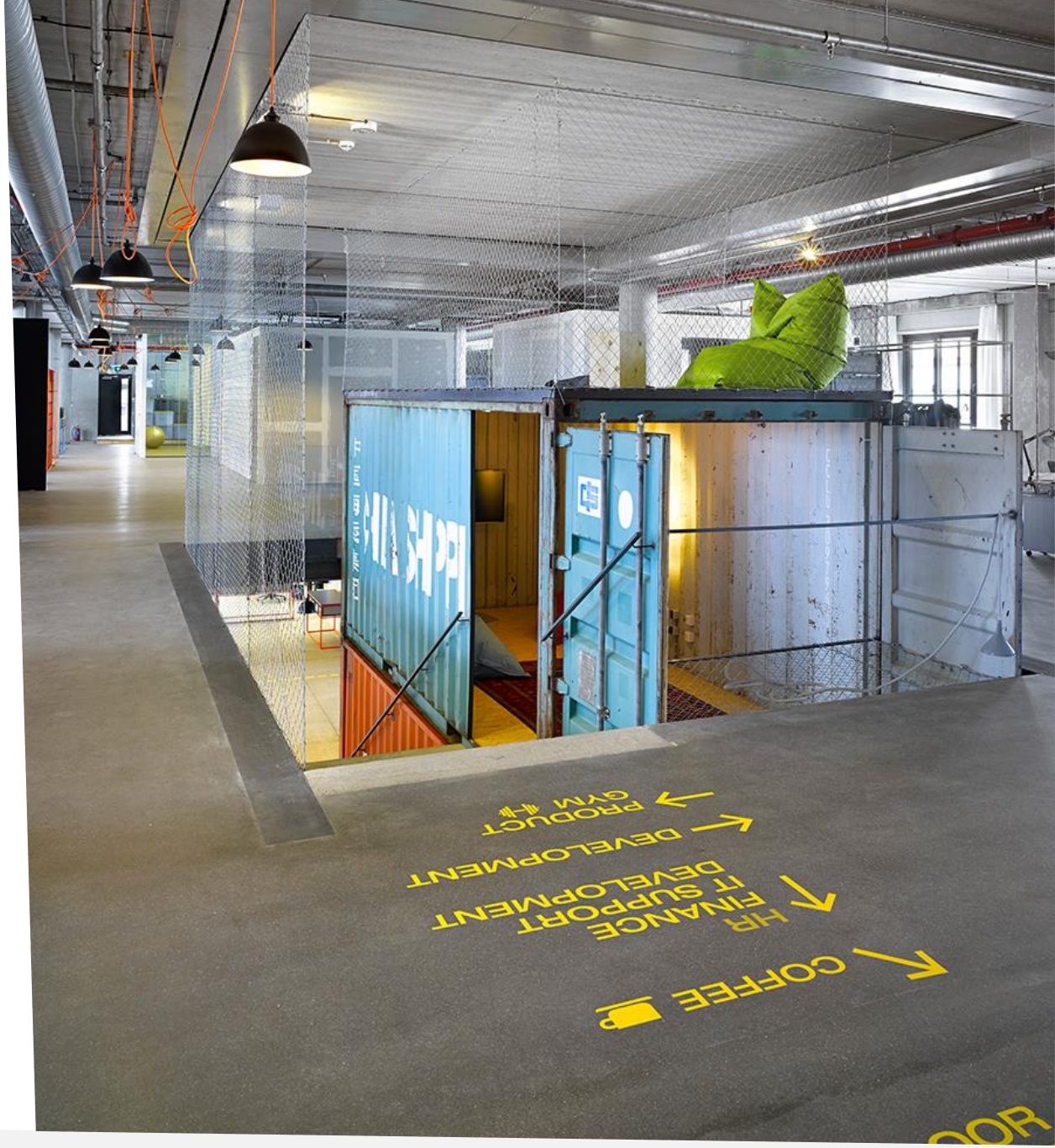
SKILLS & QUALIFICATIONS

- Previous experience as an office assistant or receptionist is a big advantage – the training will be provided so the attitude and proactive approach is crutial for this role
- Fluent English (daily communication) and native like level of Czech/Slovak
- Great organizational and time management skills
- Strong communication skills, enthusiastic personality
- Reliable, independent and accurate
- Able to work under pressure and to keep the situation under control
- Motivation to look for new improvements
- Proactive, self-motivated, team player
- Daily use of MS Office and Google including Gmail

JOB DESCRIPTION

WE OFFER

- Work in an international environment in the new modern offices in Karlín with a great big terrace and our own grill
- Open-minded culture and a high level of flexibility
- Possibility to learn new things and encourage new ideas
- Chance to compete in a ping-pong tournament or enjoy table football, Xbox, Yoga or run with colleagues, and nearly all year-round grilling parties and other team building opportunities
- Workshops and meetings with various experts from the Czech market, internal trainings
- Open discussions with colleagues during beer tastings (or wine, if you prefer :)
- And others...it is definitely worth to meet with us!



OUR VALUES

#BeTransparent

#BeYou

#UniteAsOne

#StriveToGrow

#Have Fun

#DeliverImpact

#UniteAsOne

#TakePride

#PushTheBoundaries

SOUNDS

jobs@socialbakers.com

GOOD?