



TechGDPR

Job Offer

TechGDPR is looking for a part-time (20 hrs/wk), permanent

Office Manager (m/f/x)

Based in Berlin, Germany

TechGDPR is a boutique consultancy company, supporting leading technology companies world-wide with their **privacy, data protection** and **GDPR compliance** with currently about 10 team members, expanding to about 17 this year. Through assessments, workshops, training and appointment as Data Protection Officer we pride ourselves in offering an unprecedented service level and quality hands-on and strategic consulting for our clients in all areas of technology: retail, video streaming, distributed (blockchain) technology, healthcare, artificial intelligence, fintech, cryptocurrency, hardware and more.

Job Description

As office manager, you manage our office and admin, and support our team of privacy consultants and management in any of the following operative and organisational day to day business matters:

- Acting as the management's right hand on diverse operational and administrative tasks (e.g. managing calendars and invitations, preparing letters and email communication, take responsibility for mailboxes, organisation and administration, ordering supplies, booking services, supplier selection, etc).
- Creating transparency and amazing structure across the whole company, establishing clear processes and organising information so it can be found and understood by anyone internally.
- Planning, organising and managing the general mailbox, postal mail, filing systems, and calendar of management and team members and applying judgement with an understanding of priorities and urgencies.
- Taking minutes of team meetings and ensuring action items are defined and tracked.
- Responding to incoming requests and coordinating meetings with the consultant team.
- Supporting with
 - light accounting, including sending out invoices to clients, collecting incoming invoices, reconciling statements and submitting them to the tax accountant and keeping budget and planning documents up to date.
 - answering the phone and welcoming visitors, running errands where needed. Occasionally chasing open issues by phone and email.
 - occasionally shaping up and preparing presentation slide decks for colleagues.

Skills and qualifications

- You have gained a minimum of 2 years of work experience in a similar role (Office Management, Team Assistance, Project Management or similar).
- You communicate fluently in both English and German.
- You are very organised, and able to improve organisation and systems to organise matters, both digitally, on paper and in the office in general.

- You are well aware of processes in Germany, in particular related to different bodies (Bezirksamt, Finanzamt, Hausverwaltung) and are able to communicate with them to elicit and help resolve results (e.g. enquire about VISA application processes, inquire about specifics).
- You are confident in the use of MS Office (Word, Excel and PowerPoint) and G-Suite (Gmail, Calendar, Docs, Slides, Sheets) and email applications.
- You are a highly professional individual, driven, resourceful, detail-oriented and happy to help structure processes and internal organisation.
- You are solution-oriented and organised with excellent organisational and multitasking skills.
- You are able to make suggestions and improvements before most people do.
- You are goal-oriented, exceptionally reliable and exceedingly accurate.
- You have an analytical personality and know how to best structure your thoughts, your work and ideas for yourself and colleagues.
- You are prepared to take on high degrees of responsibility.
- You are used to dealing with a regular flow of new tasks and constant change in your work environment.

Your benefits

- A salary meeting your experience level, that grows in relation with your personal development and that of the company.
- You are given responsibility from day one and are expected to seize opportunities to take on more over time.
- Joining a small, diverse, dedicated, friendly and collaborative team.
- A company laptop running Windows/MacOS/Linux - as you prefer, with the software you need.

Start date June 2022.

How to apply

Please send your CV attached to an email with a brief and articulate substantiation of your application to hr@techgdpr.com. We encourage you to apply, even if you don't fully meet all the criteria.