

OFFICE MANAGER / EXECUTIVE ASSISTANT

AMIRES (www.amires.eu) is a consulting company for EU research, development and innovation (R&D&I) projects, technology scouting and business innovation. We are specialized in creation of consortia of partners with common aim for product or service innovation with significant potential for know-how commercialization. Unique and profound knowledge of the European public funding environment (e.g. Horizon 2020) as well as broad network of market key-players contribute to the high quality of entrusted projects. We follow projects from their initiation and planning, through negotiation, execution and management to the final stage, where exploitation of a new technologies, products or services is facilitated.

Job overview

In order to provide full administrative support to our team, AMIRES (Czech Republic) is opening a position for an Office Manager / Executive Assistant. The chosen candidate will be responsible for the daily running of the office, administrative and organisational support to the team, proposals and projects support as well as events management.

Main activities and responsibilities

Office management

- running / maintenance of the office (orders, inventory running, maintenance)
- cooperation with suppliers / institutions / daily errands
- maintenance of contracts / internal directives, following the procurement procedure
- support to the accountant

Administrative and organisational support to the team

- business trips organisation (tickets / hotels booking, management of daily allowances etc.)
- management of internal systems (CRM)
- marketing support
- administrative support to the company's management

HR support

- new employees onboarding
- team activities organisation
- support to the development of company's values

Proposals / projects support

- creation of mailing lists / registration forms / ownCloud management
- support to the reports preparation for running projects
- collection of inputs from partners, documents preparation, work with the Funding Portal for the proposals under preparation

Events management

- meeting rooms booking
- communication with suppliers
- registration
- catering organisation
- on spot support

Experience and skills

- high school education
- 3+ years of experience on similar position
- fluent in Czech and in English (both verbally and in written)

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- very good computer literacy and skills, professional user of MS Office (Word, Excel, PowerPoint, Outlook)
- strong communication (both oral and written in formal and informal situations) and organisational skills
- responsibility, flexibility, proactivity, diligence, ability to work independently, team player
- ability to work in multinational environment
- driving licence

We offer

- opportunity of self-realization in a small growing company with international focus
- cooperation on excellent European collaborative R&D&I projects with participation of leading European R&D&I organisations as well as SMEs and large industries
- full time contract
- job location in Prague, the Czech Republic
- expected to start work in September / October 2020

To apply for this position, please send your CV and motivation letter (both in English) to bjjarova@amires.eu till August 5th 2020. Only candidates that will proceed to the next round of the job competition will be contacted by August 7th 2020.