

Office Manager

Ground Truth Solutions (GTS) is looking for an Office Manager, who is fluent in English and German, to join our team in Vienna. Our mission is to ensure that people affected by crisis have a say in humanitarian action, from individual projects to global humanitarian reform. We help people all over the world provide feedback to humanitarian agencies. Then we challenge and support those agencies to listen to feedback and to deliver the best aid possible. Pioneering this work in the humanitarian sector, we work with the biggest and most ambitious funders and aid agencies in some 25 countries. Find out more here: groundtruthsolutions.org/our-work/all-projects/

What we are looking for

As Office Manager, you are well organised, an excellent communicator and team player. You bring exceptional knowledge on the organisation, coordination and streamlining of office administration and procedures. You do not shy away from trying new methods or learning new tools. You are motivated to make a positive impact in the world and to work in an international team. You are willing to grow and shape this role in a dynamic and expanding organisation.

Main responsibilities

The Office Manager makes sure our organisation runs smoothly and helps improve our procedures. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational efficiency and communication. You also make sure new staff can hit the ground running and feel welcome in the Vienna office. Responsibilities include:

- Managing on-boarding process of new staff, incl. permits for non-EU colleagues
- Managing and overseeing work time and leave tracking systems
- Managing tools for communication and storing of data (e.g. Slack, Gmail, Dropbox)
- Assisting with travel arrangements and organisation of events
- Procurement, preparing and filing payments
- Improving our existing systems and organisational policies to make sure Ground Truth Solutions can have the positive impact it is aiming for

Required skills and experience

- Training in business administration or office management, with at least 5 years of relevant working experience, preferably in the non-profit sector
- Excellent time management skills and ability to multitask and prioritise work independently
- Proficiency in Microsoft office home & business edition (Word, PowerPoint, Excel), other relevant software an asset (G-Suite, Slack, Dropbox)
- Demonstrated ability to work independently, be creative and flexible in adjusting to challenges and opportunities
- Fluent in English and solid level of German (B2 or higher)

What we offer

- Unlimited contract with possibility for part- or fulltime (minimum 25hs per week)
- Competitive salary package starting at 2.500 EUR monthly gross salary (14 times) based on level of skills and experience
- 25 days of annual leave and 13 Austrian public holidays
- Relocation allowance
- Professional development fund

How to apply

For further information on this vacancy or to submit an application (CV and short cover letter), please contact hr@groundtruthsolutions.org with the subject line "Office Manager" by **16 March 2020**. Please let us know why you want to join GTS, how you would contribute to our mission and where you saw this job ad. Please note that to protect ourselves from malware, we can only open PDF documents.