

Office Manager

The Office of Science and Technology Austria - OSTA - at the Embassy of Austria in Washington D.C. is seeking a qualified, outgoing person to join its team as a full-time Office manager.

The successful applicant will hold the important role of creating the basis for a functioning work environment at the office by managing general daily office tasks and by maintaining the OSTA's database and IT system. This position requires a long-term commitment from an ambitious applicant and offers room for growth within the OSTA.

Location: Austrian Embassy Washington D.C.

Date of Employment: November 2018

Starting salary: US \$ 40,000 – 48,000 gross p.a. depending on qualifications and experience.

Benefits: paid vacation and holiday leave, sick leave and contribution to employee's health care plan.

This is a full-time position. Salary and employment details will be confirmed upon offer of employment.

Responsibilities include, but are not limited to:

Computer Administration:

- Supervises and troubleshoots the OSTA's IT system and database, system security, and liaises with IT contractors;
- Administers the OSTA's database, including monitoring of database content and responsibility for technical updates;
- Trains new OSTA members & coaches OSTA team on the use of the database and IT updates.

Office Administration:

- Functions as the main point of contact for the office;
- General office/clerical duties;
- Assists with the OSTA's accounting and banking business, including quarterly financial reports and payroll;
- Orders office supplies and maintains office equipment incl. IT and inventory;
- Coordinates meetings and supports events;
- Organizes business travels;
- Performs additional responsibilities as requested or assigned.

Required qualifications:

- Confidence in handling bookkeeping/accounting;

- Demonstrates computer skills and proficiency in macOS Server and Microsoft Office applications;
- Self-Starter with the ability to perform duties autonomously;
- Detail-orientated with strong organizational and time-management skills;
- Ability to conduct, manage and prioritize multiple tasks simultaneously;
- Excellent verbal and written skills in English;
- Effective interpersonal skills and the ability to work independently and as part of a motivated team;
- Effective analytical and problem-solving skills and execution of independent judgment;
- Strong work ethics and ability to self-motivate and show initiative;
- Polite and helpful, excellent team player with strong communication skills.

Preferred qualifications:

- Quickbooks Online Accounting Software;
- CRM experience;
- Knowledge of the “Teamwork” project management software;
- Knowledge of CMS (Joomla);
- Proficiency in German.

How to apply:

Please apply by **October 31, 2018**.

Applications should include:

- A CV of not more than two pages;
- A cover letter of not more than one page.

All applications should be submitted by email to **office[at]ostaustria.org**

Please use the subject line “**Application: Office Manager | [First name] [Last name]**”

Please do not attach copies of certificates or references, as these will be requested at a later stage. Only applicants who meet essential requirements will be contacted for an interview.

We regret we are unable to refund travel expenses.

Job Type: Full-time

Salary: \$40,000.00 to \$48,000.00 /year