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*XING provides advice and support to its more than 18 million members during the upheaval processes in the world of work. In an environment marked by a shortage of skilled workers, digitalization, and changes in values, XING helps its members achieve as harmonious a work/life balance as possible: For a better working life.*

## Office Manager (m/f/d)

For our Porto Office, we are looking for an Office Manager.

In this role, you will fully take care of the administrative and reception tasks that ensure the smooth running of the office; working daily with different stakeholders in our awesome Central Team (office management, HR, IT)

### A challenging task

- Taking care of booking travels for different stakeholders fast and accurate.
- Ensure the visitors are well attended, being the face of the company at the Front-office area.
- In collaboration with the Accounting and Procurement department:
- Handling all relevant suppliers & contractors.
- Tracking expenses
- Purchase orders, invoice verification and tracking.
- Working with a variety of vendors such as furniture, food services, Water suppliers, office equipment, security, maintenance and others to obtain services required maintaining our facilities in outstanding condition.

- Planning and managing the delivery of daily office activities, programs, training, and different office events in collaboration with Leads.
- Being responsible of the annual Parties for Porto location.
- Maintaining office standards with a nice and comfortable place to work for your colleagues.
- Mail and Parcel reception.
- Communicating with key stakeholders on a number of day to day matters.

### A convincing background

- 3 years of experience as an Office / Facilities Manager or similar role in a fast-paced environment
- Fluency in English and Portuguese.
- Working hours will be from 9h to 18h, but some flexibility is needed regarding an office emergency out of normal office hours.
- Ability to implement and manage processes and procedures in an evolving environment.
- Ability to think "out of the box" and bring creative solutions to the table.
- Meet deadlines and make sound decisions, sometimes under stress
- Easygoing, assertive and friendly, with excellent soft skills and ability to communicate effectively, both with office colleagues and external suppliers.
- Experience with accounting procedures.

### An inspiring environment

- Varied tasks, uncomplicated interactions with your colleagues as well as many opportunities to bring in your own ideas await you.
- Innovation/hack weeks every few months where you can unleash your creativity and ideas.
- Real training and conferences.
- Health Insurance
- 25 days of vacation per year
- A multicultural environment with employees from all over the world.
- Free fruit, drinks, snacks and much more.
- English and German lessons.
- A mobile device for your private use (iPhone, iPad, Android...).
- Competitive salary.

Get to know us a bit more:

- <https://corporate.xing.com/en/career/porto/>
- [https://twitter.com/xing\\_career](https://twitter.com/xing_career)
- <https://www.facebook.com/XINGCareer/>

## One Team - One Vision: XING KickOff 2018



If you have any questions please let us know!



Carolin Kammer

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