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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)

XING is the social network for business professionals with millions of members all over the world. Help us shape our Valencian future – **for a better working life!**

For our new Engineering Office in Valencia, 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.

Your role will involve:

### 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 Reception.
- In collaboration with the Accounting 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 events in collaboration with Leads.
- Being responsible of the annual Parties for Valencia location.
- We are currently in a co-working space, you will have to coordinate with the headquarters for the office move and set up when needed.
- Maintaining office standards with a nice and comfortable place to work for your colleagues.
- Communicating with key stakeholders on a number of day to day matters

### A convincing background

- 5 years of experience as an Office / Facilities Manager in a fast-paced environment
- Fluency in English and Spanish – both oral and written.
- 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.
- Tech-savvy

### An inspiring environment

We offer a Permanent contract in a young and international environment.

Training, conferences and many opportunities to learn, experiment and grow, a great, multicultural and diverse environment, restaurant tickets, fresh fruit, coffee, German lessons, a mobile device of your choice as well for private use (iPhone, iPad, Android...), extended holidays, competitive salary.

## One Team - One Vision: XING KickOff 2018



If you have any questions please let us know!



Carolin Kammer

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