

Office Manager F/M/X

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Company: Mantu

Location: Colombia

Category: other-general

Job description

As an **Office Manager**, you will be in charge of supporting the following areas and activities within our office environment:

1. Workplace experience:

Ensure we offer a welcoming experience to our employees, clients, and visitors.

Support H&R in the onboarding and offboarding activities.

Keep the office information up to date and prepare and coordinate communications and mail delivery.

Organize onsite and offsite events.

2. Safety, Emergency management, and Data protection:

Ensure the office offers solutions to comply with Mantu Data Protection policies and standards.

Manage the access control user database.

Report security incidents and coordinate follow-up activities.

Run maintenance activities for Fire detection & extinguishment items.

Coordinate evacuation drills and other Emergency management actions.

3. Cost Management, Office Services, and Supplies:

Make sure we have all supplies and services needed to have the office up and running.

Evaluate the performance of our suppliers.

Analyze the office P&L and budget and keep costs under control.

Manage the stock of laptops, mobiles, and other IT devices.

4. Facility Management:

Ensure the office Facilities are kept cleaned and under proper maintenance. This includes proactive maintenance activities.

Support Fit out and refurbishment projects happening onsite.

5. Sustainability:

Implement green actions in our sites to foster the reduction of CO2 emissions and the waste of energy and other resources.

Your profile:

Fluent in Spanish and English

Bachelor's degree

Strong interest in the Office Manager role

Desiring to work in a dynamic and international environment

Mastery of generative AI such as ChatGPT or Poe.com is a plus for improving day-to-day productivity

Mantu is proud to be an equal opportunity workplace. We are committed to promoting diversity within the workforce and creating an inclusive working environment. For this purpose, we welcome applications from all qualified candidates regardless of gender, sexual orientation, race, ethnicity, beliefs, age, marital status, disability or other characteristics.

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