

We're looking for a person to join us as an Office Manager/Executive Assistant and support our everyday work in our office. An ideal candidate would be proactive and well-organized. There's a possibility to work from the office or in a hybrid working model.

KEY RESPONSIBILITIES

- If you already have some experience in a similar position, feel free to apply :) Daily responsibilities Arranging and managing domestic and international travel itineraries
- Assisting with HR tasks and projects
- Assisting with Finance/Accounting projects and data entry
- Maintaining digital data repository and filing system
- Managing corporate card expenses, tracking receipts and processing monthly reports
- Managing busy and complex calendars including scheduling business-related and personal appointments and video calls and managing planning for meetings, conferences, and events
- Initiating calls with key partners or talent agencies
- Supporting in house Franchise team on various Marketing and PR projects as well as local video gaming related Events Assisting with preparing presentations and other materials shared with other internal teams
- Managing the office space and renovation projects
- Completing personal tasks & errands for CMO and visiting executives as needed

QUALIFICATIONS

Required

- Qualifications Bachelor's degree, ideally in Finance, Marketing or Communication
- At least 4 years of experience as an Executive Assistant, Office Coordinator or similar
- Highly organized, able to work well under pressure, and manage multiple projects
- Perfect phone etiquette to project the level of professionalism necessary to represent the CMO and the company when interacting with external partners
- Being a true problem solver at heart with a genuine interest in helping to create an impressive office atmosphere
- Initiative-taking with a keen sense of "get it done"
- Exceptionally good knowledge of MS Office and most common software applications
- Ability to manage sensitive information with strict confidentiality and discretion
- Nice to have: (Please note that these skills are not required to apply for the position)
Knowledge of QuickBooks or other accounting software
- Knowledge and experience working with Adobe Suite, PowerPoint or other presentation software
- Prior experience working in a video game company