
Job: Office Manager

Position : Office Manager
Mode : Hybrid
Contract : Negotiable
Start : March 2023
Desk : Santiago, Chile
Application : LinkedIn ([link](#))
Questions : recruitment@politicotechglobal.com

Position Details

The Office Manager will report directly to the Chief Executive Officer (CEO) and the COO (Chief Operating Officer). The candidate will be responsible for organizing and coordinating administration duties across all divisions, and ensuring that the workflow of the office advances uninterrupted. The Office Manager will also be responsible for assisting the C-level in a wide variety of functions, including hiring and administrating people.

The ideal candidate

- Has a degree in Business Administration, Office Management and Business Degree (or related fields)
 - Has excellent command of English and Spanish, and have willingness to learn a third language
 - Can manage and easily coordinate the daily schedule for the CEO and C-Level
 - Demonstrate proven experience in developing internal budgeting and forecasting
 - Is willing to acquire in depth knowledge of all PTG's products and services
 - Can be responsible for assisting in a wide variety of functions including staff selection and training
 - Can be responsible for assisting in a wide variety of functions including executive and operational support
 - Manages the Microsoft Suit, the Google Suite, and other software used in the company
 - Is capable of working in a multicultural, multidisciplinary and international team environment
-

Work examples

- Preparing reports, studies, documents, and presentations
- Reviewing, editing and amending existing documents
- Supervising the daily production process of the company
- Participating in meetings and seminars
- Contributing to the production of publications
- Participating in meetings and seminars
- Liaising and building networks with clients, researchers, and other organizations
- Contributing to the organization of events, communication, planning and evaluation
- Managing (adding and editing) the weekly calendar

What we offer

The opportunity to join a small, autonomous team within a fast-growing company, and to participate in the selection and implementation of new technologies and internal processes. We also offer the opportunity to interact with established actors in the industry, and the opportunity to advance your career within the company. Finally, we also offer the chance of participating in multidisciplinary task groups that operate across cultures and borders in several different languages.

Application instructions

If you are interested, please apply via LinkedIn. This is the [link](#). You will be asked to provide the following information:

- Updated Curriculum Vitae (PDF) in English or Spanish
- Motivation letter (no more than one page)
- Contact information for two references

For questions, please do not hesitate to contact us at: recruitment@politicotechglobal.com.

About PTG

Politico Tech Global is a company dedicated to simplifying the analysis of complex political environments, seeking to bring to the client an analysis about who holds power, how they manage it and how they will earn it tomorrow. We interpret the incentives of key political players and decipher data trends to bring our clients reports and other instruments to be able to bring necessary clarity in the short, medium and long term to enhance the decision-making process. We operate at the global level. Visit our website for more information: <https://politicotechglobal.com>.

Equal Opportunity

It is Politico Tech Global policy to provide equal employment opportunity to all qualified individuals without regard to race, color, religion, national origin, gender, age or any other characteristic protected by local laws and regulations.

Resources

Website : <https://politicotechglobal.com>
LinkedIn : <https://www.linkedin.com/company/politico-tech-global>
Twitter : https://twitter.com/ptg_network