

Office Manager

Start up in a valuation of industrial machinery

Valorex is the leading digital valuation tool for Industrial Equipment providing a fast, accurate, cost effective fair market price using our algorithm developed by industry experts, including some of the largest equipment marketplaces. Whether you are looking to buy, sell, lease, auction, insure or value you will know how hard it is to do yet how beneficial it would be.

We are an international, web focused team underpinned by talented individuals from 4 different European countries. Our strongest asset is our people and we are always looking for talented and creative people to join us, integrate into our team environment and continue to improve our company and its offering.

1. An international experience no matter your age
2. A will to achieve concrete results and to enjoy challenges
3. A benevolent and outspoken approach to teamwork.

Location

Prague, CZ



Department

Sales team



Languages

English



Position Overview

We are looking for an additional full-time member for our team based in our office in Prague. You will be in charge of the office, helping with the employees' environment, the recruitment process and administrative tasks.

Key responsibilities

- Manage the office
 - Help recruiting new team members
 - Organise HR aspects of life in the Team
 - Support the onboarding of new employees
 - Create fun teambuildings
- Help with the financial management of the company
 - Issue invoices
 - Process expenses
 - Communicate with the Accountant

Benefits

- Competitive salary
- Well-equipped office in Prague
- International working environment
- Flexitime and home-working
- 27 days annual holiday
- Targeted training and clear career progression

Experience and Qualifications

- A Business diploma
- A relevant experience in HR or Administration
- Empathy, positive attitude
- Some basic understanding of Accounting
- Good organisational skills with a detail orientated approach
- Fluent **English**

How to apply?

Please **send your application** (CV and email with availability) to

recruit@valorex.com