

Argentina Jobs Expertini®

Office Manager

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Company: Kada Recruiting

Location: Buenos Aires

Category: arts-design-entertainment-sports-and-media

POSITION FUNCTION: Responsible for leading overseeing the operations of our Buenos Aires office and leading collaboration with the U.S. offices. **MAJOR**

RESPONSIBILITIES/ESSENTIAL JOB FUNCTIONS: Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions. Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records. Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement. Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments. Completes operational requirements by scheduling and assigning employees; following up on work results. Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends. Maintains office staff by recruiting, selecting, orienting, and training employees. Maintains office staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. Contributes to team effort by accomplishing related results as needed. **QUALIFICATIONS:** Fluent in both English and Spanish Very detail oriented Desire to learn new technologies and play a variety of different roles Energetic with a great personality Ability to manager processes Promotes process improvement Inventory control Reporting skills Powered by JazzHR

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