



Talent driven
culture.

OFFICE MANAGER (M/F)

Ref.^a T202412

Our partner is a Portuguese organization focused on promoting the advancement and consolidation of Portugal as a benchmark in the Aeronautics, Space and Defense Industries.

Location: Lisbon, Portugal

Accountabilities:

- Carrying out office tasks, such as liaising with (external) accounting, such as: identifying cost centers, issuing invoices, checking current account statements, credit control, organizing files;
- Tasks related to collecting, preparing and organizing documentation (e.g. payslips; invoices; social security receipts, etc.) to support project payment requests;
- Logistics and supplier management in order to guarantee the normal functioning of the organization, including contact with travel agencies, management of cleaning and office supplies/equipment;
- Carrying out cross-cutting organizational tasks, including managing the contact database; managing the community database; managing invitations to meetings/events; carrying out surveys; collecting and compiling data for dashboards; contacting government bodies, etc.

Requirements & Qualifications:

- Degree in management advisory/assistance, public administration, international relations or in another relevant area within the scope of the job;
- Professional experience in a similar role (minimum 2 to 3 years);
- Ability to communicate and interact with different levels of stakeholders;
- Ability to organize own time and responsibilities with minimal supervision;
- Dynamism, multitasking and problem-solving skills;
- Excellent interpersonal skills;
- High sense of responsibility and ethics;
- Advanced knowledge of Microsoft Office, (Word, Excel, PPT; Teams...)
- Aptitude and interest in dealing with new technological tools;
- Advanced level of English.

Offer:

- Salary package commensurate with experience and skills;
- Contractual relationship established directly with the client;
- Opportunity for growth and career development.

If you meet the above requirements, please send your application to: careers@qsr.consulting with the reference T202412_PRO_OFFICE MANAGER