

## Office Manager and HR Specialist

**Date Updated:** August 01, 2024  
**Location:** Tallinn, Estonia  
**Department:** Finance  
**Reports to:** Finance  
**Job Status:** Full Time  
**Salary:** 1,500 - 1,900€ / month, gross

### Job Summary:

As an Office Manager, you will play a key role in ensuring the smooth day-to-day operations of the office. You will support the organization's finance functions by maintaining up-to-date personnel records, managing internal databases and insider information lists, coordinating with team members, external partners, and government agencies and handling expenses.

### Essential Responsibilities:

- **Office Administration:** Greet visitors, manage incoming calls and general email, implement and maintain office procedures, and purchase office supplies and equipment.
- **Event Coordination:** Organize company events such as birthdays, holiday parties, and other office gatherings.
- **Travel and Expense Management:** Prepare and record business trip assignments, book transport and accommodation, and review expense and business travel reports.
- **HR and Compliance:** Collect and manage new employee data, handle onboarding and offboarding processes, ensure compliance with public company and data protection regulations.
- **Supplier and Partner Communication:** Communicate with suppliers and external partners, maintain relationships, and manage occupational health and safety documentation and training.

### Qualifications:

- Enthusiastic about joining and contributing to a growing company.
- At least 2 years of experience in office management.
- Excellent computer skills, including proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- A collaborative working style with a positive and cooperative attitude, ready to support team members and company priorities.
- Strong written and oral communication skills in Estonian and English.

This role is ideal for a detail-oriented and organized individual who enjoys engaging with people and fostering a positive work environment. If you are proactive, enthusiastic, and a great communicator, we invite you to apply and join our vibrant team.

**This job description is not all-inclusive. It acts as a guideline and is subject to change over time. Additional duties may be assigned based on business needs.**