



Location Manager

Location: Impact Hub Universitate, 8-10 Tudor Arghezi St.

Contract type: Full-Time

POSITION SUMMARY

We are looking for a **Location Manager** to join our Impact Hub Bucharest team in welcoming members and guests, maintaining a constant lookout for good use of the space and continuously searching for improvements. You will contribute to a best-in-class work environment that facilitates and supports our innovative community, through high-level customer service and attention to detail.

IMPACT HUB BUCHAREST

Ever since its launch in 2012 when Impact Hub Bucharest has pioneered the concept of collaborative spaces for entrepreneurs and freelancers, the organization has been 100% a local business that supports startups, professionals, NGOs and corporations through coworking spaces, events venues and accelerations programs. We are part of Impact Hub global network with a community of over 24.000 members in 50+ countries and more than 100 locations worldwide.

Qualities

- Committed to creating impact in society and passionate about entrepreneurship
- Very good communication and interpersonal skills
- Hands-on approach to problem-solving and able to see new, creative ways around obstacles
- Excellent time management skills and ability to multi-task and prioritize work
- Knowledge of Office Administrator responsibilities, systems and procedures
- Proven experience as an Office Manager, Front Office Manager or Administrative Assistant
- Responsive and quick in carrying out daily tasks
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Hands-on experience with office machines (e.g. coffee machines and printers)
- Fluency in written and spoken English

Responsibilities include but are not limited to:

- The overall smooth running and maintenance of the location space
- First contact with property management, location suppliers, IT support and other collaborators related to the maintenance of the space
- Partner with other departments to update and maintain office policies as necessary
- Plan & Report Annual Space Innovative Improvements (budget, timeline, project management)



- Daily opening and closing space tours to check the office layout, the cleaning, resource availability, and to fix potential issues.
- Direct responsible for location resources (supplies): budget approval, order management
- Manage contracts and price negotiations with location suppliers
- Organize office operations and procedures and share feedback with your peers
- Ensure the smooth and adequate flow of information and experience in space
- General tidying and organizing, supervising the cleaning team and ensuring an organized, well-stocked, attractive and inspiring space to work from
- Ensure all safety instructions are communicated to all our community members and collaborate with landlords for the annual safety simulations
- Oversight of the admin processes: access to the building, lockers, mailboxes, printer, couriers' parcels (in/out) and other facilities
- Be a first responder to space related issues which our community members may have and redirect if required
- Provide general support to visitors

Compensation: Paid role, laptop, mobile phone & subscription, Bookster subscription, private medical insurance, several learning opportunities.

How to apply?

Send us your resume at jobs@impacthub.ro with the subject line Location Manager - Job Application and answer in the email why you would like to work with us and what recommends you for this role.

Deadline application: September 30th 2022.