

JOB DESCRIPTION



Company: 2e Systems

Web: <https://www.2e-systems.com/>

Type of Employment: Full-time

Office Manager (m/f/d) – Frankfurt

2e Systems is a leading software provider for the airline industry, and we are looking for an Office Manager to join our growing team in our Frankfurt office.

Job Description

- Organizing permanently functioning routines for the smooth running of the office
- Liaising with suppliers of products and services to ensure office supplies are in stock and equipment is maintained
- Managing payments to suppliers and service providers
- Creating invoices for customers
- Optimizing existing work processes in the office
- Planning and coordinating the logistics of meetings, events and business trips
- Managing staff, clients and supplier databases

You should have a good understanding of, and experience with (some or all):

- Organizational and time management skills with great attention to detail
- Commercial processes/DATEV
- Text processing and spreadsheet programs such as MS Office/ Google and teamwork software
- Flexibility and adaptability
- Customer and service orientation

We would be a perfect match if you have/are:

- Two or more years of office work experience
- Proactiveness and willingness to learn
- Enthusiasm, dedication, and a well-organized approach
- The ability to adapt to changes in work pace and operate both in a team and independently
- Good communication skills and ability to effectively communicate with clients and team members
- Excellent command of written and spoken English

Beneficial skills:

- Quick books
- G-Suite
- JIRA
- Confluence

What we offer

- **International cooperation** - We are an engaged international team with a flexible approach and offer cooperation with colleagues worldwide.
- **Safe and healthy environment** - We are proud to say that our offices have a friendly and relaxed atmosphere. We encourage everyone to communicate openly, give feedback, and share insight and ideas.
- **Career development** - We offer extensive training and will help to ensure that you will reach your full potential. We support further education and encourage professional development to improve your knowledge and skills.
- **Pay & perks** - We offer permanent contracts with a competitive salary, paid vacation, and flexible working hours. We provide combined remote & onsite work in an attractive office location with healthy and guilty pleasure snacks, and a team taking care of the equipment you need.
- **Fun, fun, fun!** - Regular social events, like game & movie nights, fitness sessions, hiking days, etc., and team-building activities.

About 2e Systems

2e Systems is a versatile software development company specializing in airline travel technology products and innovative services for the healthcare industry. 2e Systems was established in 2000 near Frankfurt, Germany and has grown to include offices in Croatia, the United Kingdom, Australia, and Romania. We provide airlines with internet and mobile solutions for flight bookings, check-in, passenger notifications, and crew communication management. Included in our list of major international clients are airlines such as Lufthansa, Austrian Airlines, airBaltic, Croatia Airlines, JetBlue, etc. Our team is a diverse collective of thinkers and doers, continually reimagining what's possible to help us all do what we love in new ways. Every new product we invent and improve, and every new service we create, is the result of people working together to make each other's ideas stronger.

How to apply

If you would like to be part of our success and you are looking for a challenging job working with a team of experienced service professionals, we welcome your application!

To submit your expression of interest, please send your CV and a brief cover letter in English to jobs@2e-systems.com

Please note that our Privacy policy applies to all communication in the job application process. Your personal data is treated confidentially and solely for the job application purpose.

Find out more: <https://www.2e-systems.com/career>

Address

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