

For our Client, a global leader in advanced vacuum technologies and equipment for the R&D sector and high-tech industries, we are currently looking for a qualified candidate for the position of Office Manager. In this role, you will be responsible for providing comprehensive administrative support across HR, Finance, and Operations, ensuring the smooth day-to-day running of the company's branch in Poland.

Office Manager

Nr ref.: 302/9/2026/YI/270551/jobs.pl Zabrze (śląskie)

Czego możesz od nas oczekiwać?

- Work in a renowned, international company from the advanced technology sector,
- Stable employment conditions based on an employment contract,
- An independent position with a broad scope of responsibility and a real impact on the organization,
- Competitive salary and an employee benefits package (private medical care, sports card),
- Opportunity to use English on a daily basis in international communication,
- Friendly work environment and a supportive team.

Agencja zatrudnienia – nr wpisu 47

ta oferta pracy przeznaczona jest dla osób powyżej 18 roku życia

Jakie będą Twoje zadania?

Office Administration:

- Manage the day-to-day administrative activities of the Poland facility,
- Coordinate incoming and outgoing post, filing systems, document management, and record retention,
- Maintain office supplies, consumables, and other non-stock items,
- Manage visitors to the facility, ensuring sign-in procedures, identification checks, visitor badges, and host notifications are completed,
- Arrange business travel, accommodation, transportation, and related logistics for employees and visitors,
- Prepare business correspondence, reports, presentations, and other documentation as required.

Human Resources:

- Support recruitment activities, including interview scheduling, candidate communications, and onboarding administration,
- Prepare employment-related documentation and maintain employee files and records,
- Coordinate onboarding and training activities for new employees,
- Assist with monthly and annual payroll activities,
- Support the implementation and administration of HR policies and procedures in compliance with Polish employment legislation,
- Assist with employee engagement, wellbeing, and sustainability initiatives.

Finance Administration

- Support accounts payable processes, including invoice processing and record management,

- Process employee expense claims in accordance with company policies and local regulations,
- Maintain petty cash records and supporting documentation,
- Assist with financial administration and reporting activities as required.

Czego oczekujemy od Ciebie?

- Experience (min. 2-3 years) in an administrative, HR administration, finance administration, office management, or similar role,
- Degree in Business, Human Resources, or a related field,
- Fluent in English and Polish,
- Must have experience with and be proficient in Microsoft Office Excel, Word, and Outlook,
- Experience working with confidential information,
- Strong computer skills with the ability to learn new software programs quickly,
- Strong interpersonal skills with high attention to detail.