For our client, we are looking for a proactive and organized Office Support Specialist. This person will play a key role in ensuring the smooth and efficient functioning of Kraków office. You will work closely with the Management Team, Office & Facility Management, and other stakeholders.

This role combines operational office support, administration, coordination, and making it ideal for someone who enjoys variety, ownership, and working at the heart of the organization.

Office Support Specialist

Nr ref.: 281/10/2026/YI/271072/jobs.pl Kraków (małopolskie)

What we offer

- Fixed-term employment contract,
- Secure role in a world-renowned, global organization at the forefront of tech,
- Work from Kraków office in a vibrant, collaborative environment,
- 100% office-based role, ideal for those who enjoy being at the heart of daily operations,
- Private medical care (Medicover),
- Sport card (Medicover),
- The opportunity to work daily in a diverse, international setting.

Your tasks

- ensuring daily operations run smoothly and creating a welcoming atmosphere for tech teams,
- support leadership and local departments by coordinating key meetings, Town Halls, and inspiring events that bring people together,
- master office management, from overseeing supplies and vendor relations to coordinating modern workplace amenities,
- handle finance and logistics, including Purchase Orders, business travel coordination, and equipment procurement,
- shape internal communication by designing engaging graphics, managing newsletters, and keeping digital channels like MS Teams and SharePoint active and professional,
- lead local engagement initiatives, such as employee events, language classes, and sustainability projects,
- collaborate on a global scale, ensuring the local hub meets international standards while maintaining a unique local vibe,
- drive the "Employee Experience" by constantly finding new ways to make the office a better place to work every single day.

What we expect

- experience in a Business Support, Office Management, Administration, Hospitality or similar role will be an asset,
- strong communication skills in English (min. B2 level),
- knowledge of MS Office and Excel,

- strong organizational and coordination skills,
- strong interpersonal skills and enjoyment of working with people,
- experience in event organization and vendor cooperation,
- proactive, service-oriented mindset with high ownership,
- ability to manage multiple topics and priorities simultaneously,
- very good communication skills and structured way of working.

Employment agency entry number 47

this job offer is intended for people over 18 years of age