

Career Opportunity

Centralis Group is a market leading outsourced corporate services provider. Founded in 2006, Centralis is headquartered in Luxembourg with offices in France, Ireland, Hungary, Romania, Switzerland, The Netherlands, the UK, the USA, Barbados, Cayman Islands, Uruguay and Canada.

Today, Centralis employs over 185 highly experienced, multilingual professionals across all our jurisdictions. Our team has been selected from a diverse background, focusing on financial, investment and legal professionals with an exemplary client services track record. With such a wealth of international experience, we are able to deliver a bespoke suite of corporate, treasury and administrative services to our clients.

Office Manager (m/f)

We are currently recruiting an **Office Manager** for our Budapest office. The successful candidate will demonstrate an eagerness to learn and have a flexible approach to their work.

Within a team, you will have the following responsibilities:

- Welcome all guests, visitors and staff in a professional manner
- Answer both internal and external calls
- Manage incoming and outgoing correspondence
- Oversee the day-to-day running of the office space
- Manage meeting room allocation and ensure meeting rooms are always arranged and presentable
- Interaction with building management / contractors
- Manage the production of meeting materials
- Deal with order supplies and manage office suppliers or services providers
- Ensure maintenance of office equipment
- Other administrative tasks (visitor badge management, announcement of guest arrivals, concierge services etc.)

Your skills:

- At least 3 years professional experience in a similar position
- Fluent level of English and Hungarian
- Strong Microsoft Office skills
- Superior organisational skills with demonstrated ability to prioritise and multi-task
- Excellent communication and relationship management skills
- Team spirit, flexibility and innovative & positive thinking mind-set
- Ability to be pro-active and anticipate the needs of others
- Detail oriented with strong follow up skills
- Proactive, motivated, eager to learn and to work in a quickly growing, dynamic and challenging environment

What we offer:

At Centralis, we work in a dynamic, human-size, multi-cultural environment. We attach great importance to the personal fulfilment and professional development of our employees. We offer you an interesting and rewarding job, an attractive salary package and a number of benefits, including training support and flexibility.

Please send your application letter, together with your curriculum vitae, in English, by email to jobs@centralis.lu

For further information about Centralis, visit us at www.centralisgroup.com

