

Job Title: Office Manager

Location: Budapest, Hungary

Department: Member Services

Reports to: Contact Center Senior Manager/Director

Language Requirement: English

Job Description:

Maintain a constant presence and professional atmosphere at the front desk. Assist the contact center recruiting team with a plethora of tasks. Help the Contact Center Senior Manager/Director with administrative tasks.

Job Responsibilities:

- Receives interviewees and visitors, directing them to respective meetings, areas, or people
- Maintain the appearance of the reception area, plants, display cabinets, diffuser, etc.
- Answer and direct phone calls
- Supply Product Tables as directed
- Enter notes and text reminders for interviews
- Maintain record of guests
- Coordinate and plan meetings and interviews as needed
- Special projects as directed by management
- Additional tasks as directed by management
- Office organization
- Booking travel and accommodation
- Help manage schedule of Director
- Buy Lunch and help with company parties/recognition as directed
- Keep track of budgets, expenses, and submit reimbursements as directed

Job Qualifications:

- Positive, happy attitude
- Ability to communicate effectively
- Excellent organizational skills and ability to multi-task
- Strong analytical skills
- Microsoft Office proficiency

To apply please email your CV to hungaryrecruiting@doterra.com along with your preferred salary, the position you are applying for, and a possible start date.