

Office Manager

Zagreb, Croatia

We're looking for an office manager to organise all day-to-day office operations. The successful applicant will be responsible for general office administration, managing travel and event arrangements while assisting with the onboarding process for new hires.

We currently have a staff of 50 from 18 countries working in Europe, Asia and Africa. Our company is growing quickly and we're now poised to double our staff within the next year.

Applicants must have a solid understanding of general office administration and how to manage a growing staff in a constantly changing office environment.

Responsibilities

Office administration

- Scheduling meetings and appointments
- Drafting and distributing minute meetings
- Producing documents, briefing papers, reports and presentations
- Maintaining the office condition and inventory of office supplies
- Coordinating with the IT department on equipment purchases
- Managing contract negotiations with vendors, service providers and property managers

Events, travel and human resources

- Coordinating with HR to update office policies
- Assist new hires with visas, relocation processes and documentation
- Answering general enquiries from staff and visitors
- Organising accommodation, flights and visa issues for business trips and conferences
- Planning in-house events and off-site celebrations

Qualifications and experience

- Minimum of three years in administration
- College degree

Competencies

- Excellent English written and verbal communication skills
- Proficiency in Office 365, especially Excel
- Detail-oriented, can produce accurate quantitative reports
- Ability to problem solve quickly
- Can independently manage time and prioritise multiple tasks



About Oradian

Oradian – and why it's a game changer

Oradian provides cloud banking software for the marginalised and excluded financial institutions that are ready to scale up to serve mass markets of underserved clients. Our SaaS solution, Instafin, enables financial institutions to know and control their portfolios, so that they can transform inefficiencies into operational excellence, limited data into informed decision-making, and stagnancy into growth.

Our team

We have a team of talented and committed experts in technology and microfinance and work in an open, collaborative culture.

Where we work

Oradian is headquartered in Zagreb (Croatia) with offices in London, Lagos (Nigeria), Johannesburg (South Africa) and Manila (Philippines). We are currently focusing on customers in Southeast Asia and Western Africa. We plan to expand within both regions and to Latin America.

Recognition

Oradian's long list of awards in the fintech and microfinance industries include:

- Winner of Best Microfinance Enabler Platform - Cashless Africa 2017
- Winner of Microfinance Empowerment Recognition Award - Cashless Africa 2017
- Winner of Digital Finance Plus (DF+) Saharan Africa at Mondato -SubSocial Impact Award for 2016 Summit Africa
- Winner of Beacon of Information and Communications Technology Awards 2016 - The Most Innovative Core Banking Platform of the Year Microfinance
- Winner of Central European Startup Awards: Best Fintech Startup 2015
- Winner of Wired Money 2015
- Winner of Shift Split Conference Startup Competition 2014
- Winner of the Pioneers Festival Startup Challenge 2014
- DEMO Africa Swell Award Finalists 2014

Find out more

[Customer voices](#)

[Oradian case study](#)

[Facebook](#)

[Twitter](#)

[LinkedIn](#)

