

Office Manager with German or Italian language skills



vChain

LOCATION: HOUSTON

vChain is the fast-growing startup behind CodeNotary, the leading Open Source authenticity solution which delivers tamperproof integrity for all digital assets. Via immutable notarization and authentication, from code to production, it builds continuous trust in the entire DevOps process. CodeNotary today already processes over 10 million code and container authentications every single month, and our vision is to become the global standard for enabling high-integrity, verifiable software distribution.

vChain was funded by a team of highly experienced startup entrepreneurs with amazing prior success stories and is well-funded, backed by notable investors like Elaia, Bluwat and Acequia Capital.

We are a very international startup that fosters a distributed working environment, with a diverse engineering team working remotely from locations around the world. We offer a competitive compensation, health insurance, and the opportunity to grow with the company.

What you'll be doing:

- Meeting arrangements by scheduling appropriate meeting times, booking rooms, and planning refreshments
- Manage correspondence by answering emails and sorting mail
- Assist in planning and arranging events, including organizing catering
- Handle expenses and billing cycles
- Manage office suppliers
- FedEx and mail management, deliver registered mail to post office
- Manage reception area and take care of visitors
- Answer phone calls and transfer them as necessary
- Draft, format, and print relevant documents
- Maintain stock lists and office supplies ordering as needed
- Manage staff expense requests and purchase requests
- Interact with board directors and carry out their requests
- Take travel arrangements for visitors or candidates
- Create agendas and take meeting notes
- Assist in purchase orders and invoicing
- Maintain accurate records for employee holiday requests
- Manage outgoing mail

What you bring

- Perfect written and spoken English language
- German and/or Italian very high proficiency written and spoken
- Bachelor's degree in business administration or accounting
- Excellent knowledge of Microsoft Office
- 7+ years of experience working managing an office with 10-20 employees
- A structured working approach and general-purpose problem-solving skills
- Detail-oriented focused and mature personality

- Excellent time management and organization skills
- Ability to multitask and prioritize projects
- Ability to handle confidential information
- Communication and customer service skills
- Impeccable manners

What we offer

- A full-time job
- A competitive compensation package
- A young and dynamic international working environment
- Health insurance
- Cell phone, laptop