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Select *Wroclaw* as the location

All our open positions will be shown.

Please apply by clicking on the application button at the bottom of the page.

Office Manager (Part-time)

sennder is a European digital freight forwarder looking for a workplace manager to oversee our Wrocław office and the people experience team. The role is based in the Wrocław office and will report to the senior manager in the people development team. Do you want to help us shape the future of the logistics industry?

We value humility and we're as interested in your character as we are in your talent. Please apply, even if you feel you only meet part of our listed criteria. Diversity drives innovation and we offer an international and friendly work environment with an energetic company culture. Just be yourself and maybe you'll bring something valuable to the role we didn't initially think of.

If you're passionate about taking yourself, sennder, and the logistics industry to the next level, curious, and driven by solving puzzles and influencing how we reach our business goals, then you might be who we're looking for. What others may consider uncertainty, you see as an opportunity to learn and be proactive, while being a team player and understanding how your personal development intersects with the company's growth.

As an Office Manager you will manage the Wrocław office, inclusive of general office management, budgeting, ordering of supplies, and event planning. You are a "people-person" to the core, and help drive company culture while playing a pivotal role in helping the people teams keep their finger on the pulse of employee satisfaction and engagement. You are extremely detail-oriented, can juggle multiple tasks at one time, and are an excellent communicator.

IN THIS ROLE YOU WILL...

- Own all aspects of general office management.
- Be the face of sennder for all employees and third party vendors.
- Plan and help execute team and company wide events.
- Communicate effectively and efficiently with third party suppliers.

- Manage space-planning efforts and general infrastructure.
- Collaborate with international office managers to ensure streamlined policies and culture.

PREFERABLY YOU HAVE...

- Excellent communication skills in English language.
- A demonstrated ability to lead and build trusting, collaborative relationships and alliances internally and externally within a matrix organization.
- A strong desire to update knowledge and skills to handle new complexities, challenges, and responsibilities.
- Experience with event planning, ranging from small team events, to annual global summits.
- A proactive mindset and a passion for people and company culture.
- Excellent organization skills and attention to detail.
- A BS/BA degree is nice to have, preferably in the areas of hospitality, business administration or office management.

WHAT YOU CAN EXPECT...

- A fast-growing company, transitioning from *startup* to *scale-up*, where your work will make an impact on our growth and lead to several career opportunities.
- An international team of 1000+ people with 65+ nationalities spread across 9 country offices with English as our company language.
- A quarterly feedback and review process for personal development. We also use “*Objectives and Key Results*” for company goals.
- A structured promotion process, providing everyone with fair and transparent career growth.
- Learning and development opportunities on the job and through conversations with your manager.
- Various opportunities to connect with colleagues, formally and informally, digitally or in person (when allowed), through regular team events, company get-togethers, and partnership events with other companies and local organizers.
- When in office: unlimited snacks, drinks, and fruits.
- Individual budget for self development (after 1 year worked)
- Commuter Allowance
- Compliance with COVID-19 restrictions when required with remote interviews, onboarding, and working.

ABOUT sennder

sennder is Europe’s leading digital freight forwarder at the intersection of where technology meets logistics. Through our proprietary transportation operating system, built by our in-house tech teams, we not only connect shippers to our fleet of thousands of trucks, but also improve how they move products in sustainable, cost-efficient, and transparent ways - making the logistics industry fit for the future. In a traditional industry, we’re growing and moving fast to digitally automate all road logistics processes. You can be part of one of Europe’s latest growth stories as we fast-forward road logistics into digitalization. Get to know us, our culture, green business, funding history.