

## **Office Manager**

### **Full time role**

**Location:** Skopje, Macedonia

**Apply:** go to <https://careers.protonmail.com/o/office-manager-skopje> and apply online.

### **Job description**

#### **Our company:**

At Proton Technologies AG, we envision an internet where privacy is the default, and we're building ways to help all people secure their digital lives and take control of their data.

Proton Technologies AG was founded in 2014 by a group of scientists who met at the European Organization for Nuclear Research (CERN). And since its inception, the company has grown at a fast pace and today has over 40 million users. Our principal product, ProtonMail, is the world's largest secure email service. Our second product, ProtonVPN, is one of the world's most popular VPN services. Our vision is to build an internet platform for the protection of digital rights, and we are also developing additional products, including ProtonCalendar, ProtonDrive, and more to come.

Our users include leaders of the Hong Kong protest movement, New York Times journalists, some of the world's largest corporations, and millions of ordinary citizens from over 180 countries. Our team is diverse and dynamic, representing over 30 different nationalities, with offices in Geneva, Zurich, Prague, Vilnius, Skopje, and Taipei. We're also considering future potential office locations such as London and Barcelona.

#### **About the position:**

We are looking for a dynamic and motivated individual to join our growing People team in Skopje. You will be working closely with our People Partner on various office-related operations and the everyday needs of the employees. You are reliable, able to multitask, and acclimatize in a fast-paced environment, with excellent communication and time management skills.

#### **What you will do:**

- Assist with preparing employment contracts and legal documents
- Able to manage office space effectively
- Responsible for office supplies, technical equipment, invoicing, and communication with various vendors
- Involved in planning team building activities and events (post-pandemic)
- Book travel arrangements for candidates or employees
- Close cooperation with the outsourcing accountants
- Help with all other administrative and operational tasks

**Job requirements:**

- 2+ years of experience, preferably in a fast-paced tech company
- Ability to adapt in a fast-paced environment; self-motivated and fast learner
- Verbal and written fluency in English mandatory
- PC literacy and experience with MS Office applications
- Great communication skills
- Humble and a team player

**Why you should join Proton Technologies AG:**

- We work on interesting, challenging problems every day. There is never a dull moment.
- Our startup culture means everyone's opinion matters. You can have a significant impact.
- Our rapid growth means there are many opportunities for advancement.
- The chance to do something meaningful. Our products protect dissidents, journalists, and activists. Our work saves lives.
- Be part of something bigger. Millions of people and businesses around the world have embraced our idea of an Internet where privacy and security are the default. Join the privacy revolution that is changing the world.