



## Office Manager (Part-time)

**Location:** Darmstadt, Germany

iPharro Media is a well-funded, up-and-coming software company specialized in innovative video-fingerprinting technology that enables our customers to identify and analyze video material in real-time. iPharro employees benefit from a unique and challenging atmosphere. Through emphasis on collaboration between teams made of a unique blend of backgrounds and skills, we foster the personal and professional growth of every individual.

For its offices in Darmstadt, Germany, iPharro is seeking a talented, dynamic part-time **Office Manager** to manage all office related activities, finance and personnel.

### Position

The Office Manager will be responsible for:

- General office administration such as filing and archiving, general facilities management
- Personal assistant duties for the office Head
- Maintain accurate records of financial information
- Receive, check and authorizes purchase invoices
- Create reports and pay travel expenses
- Receive, check, authorize and pay monthly expenses
- Manage vacation reporting
- Be involved in HR issues with staff
- Managing contracts with outsourced suppliers (office equipment etc.)

### Requirements

- Basic knowledge in accounting and auditing
- Strong organizational, presentation, and customer service skills
- Good MS-Office knowledge
- Ability to approach problems creatively
- Ability to multitask and work under pressure
- Ability to work in a dynamic small-team startup environment
- Excellent written and verbal communication skills in English and German

Candidates should have high energy, great interpersonal and communication skills, and be able to work collaboratively with a team in an entrepreneurial environment. It is important candidates be dynamic and responsible.

iPharro offers a remarkably vibrant and down to earth working environment. We are a young organization with a dynamic and FUN attitude towards the work we produce. We care about the details, and we aim to make this an extremely comfortable and productive workplace for all employees.

The position offers a competitive salary.

To apply for this position please email a copy of your resume and cover letter to Jake Everett at [jobs@ipharro.com](mailto:jobs@ipharro.com).