

## The Linden Global Learning Support Office Manager

**Start Date: Sept 15, 2020**

**Hours: 25-30/week**

**Salary: Between 1500 and 2000 EUR Gross (Brutto) depending on hours and qualifications**

**Location: Berlin Mitte, some home office hours possible**

The Linden Global Learning Support Office Manager is an integral member of our small student support agency who is committed to our goal of serving struggling learners and teachers in international schools around the world with excellent educational and mental health support. The Office Manager is responsible for proactively executing our financial and organizational systems and managing select educational programs. This position is a backbone of the agency, bringing excellence, structure, organization, and heart to all aspects of the business.

In addition to managing the daily administrative tasks within the organization, our Office Manager is always looking for ways to improve, systematize, and streamline processes.

The Office Manager reports to both Linden Directors and has two main areas of responsibility: **Core Office Management Operations** and **Educational Project Management**

### **Core Office Management Responsibilities (in order of importance):**

- **Financial Systems:** You will manage financial and administrative tasks by running excellent, seamless systems for our clients and staff. This includes working closely with our bookkeeper using DATEV, invoicing, payment and payroll processing, and communicating with tax advisors and authorities.
- **Office Management:** You will be responsible for room bookings, hospitality, opening the office, filing documents, and maintaining a well-organized, welcoming space.
- **Staff and Client Care:** You care for the Berlin and online Linden community by facilitating onboarding, HR related issues, organizing travel, answering questions, and addressing concerns.
- **Tech Systems:** You will help us maintain and continue to optimize the functions of our current systems (Teachworks, Slack, Skedda, Google Suite, Zoom, Asana, PandaDocs, etc.).
- **Online Presence:** You will help maintain our presence online and support interns with social media and our website.

### **Educational Project Management Responsibilities (approx. 5 hrs/week average):**

- **Camps and Workshops:** You will coordinate holiday programs and day camps including budgets, recruitment of students and teachers, advertising, managing clients and staff, materials, and spaces.

- Professional Development Workshops: You will coordinate both internal and external professional development workshops for educators online and in person (contracts, timelines, technology, travel, etc.)

You will meet on a weekly basis with the Linden Directors to check in on progress and open questions. As Office Manager, you are forthcoming about any problems or concerns you may have. During your weekly meetings with Linden Directors, you will be assisted in prioritizing your workload and projects.

**Your Profile:**

- English - Excellent Written and Spoken (C2)
- German - Excellent Written and Spoken (C2)
- Tech savvy / Open to finding and learning new IT systems
- Experience in accounting systems (e.g., DATEV) and working with spreadsheets (e.g., controlling)
- Excellent communication and interpersonal skills
- Exceptional attention to detail and highly organized
- Solutions-oriented, positive thinker
- Highly professional and discreet

Above all: Excellent and Kind.

**What we offer:**

- Beautiful central location
- Spacious, elegant, bright office environment
- Warm, welcoming, fun, international team
- Purpose-driven company dedicated to inclusion in education
- The opportunity to make a difference
- Professional development

APPLY HERE: <https://www.linden-education.com/jobs> or send us a CV and cover letter to [info@linden-education.com](mailto:info@linden-education.com)