



## Administration & Office Coordinator

Made In Situ, Lisbon, September 27<sup>th</sup>

### Context

To support the development of our Made In Situ studio in Portugal, we are looking for an Administration and Office Coordinator who likes to work in creative environment. We expect the individual to perform a large scope of administrative missions, using strong organizational skills, sense of detail & a team spirit. Ultimately, the person will position themselves as the main point of contact for all office related topics, from HR to Accounting. We are looking for a highly committed, autonomous person to join the Lisbon based team and join the exciting Made In Situ adventures.

### Missions:

#### 1 - Admin & accounting

- Daily follow up on expenses & invoices
- Control of fix expenses (water, gas, electricity, cable, office supplies, local tax, etc.)
- First point of contact with accounting partner and Bank partners
- Managing bank account and responsible for payment
- Budget monitoring: monthly & yearly report
- Develop appropriate budget management tools for the company product sales (upon request for specific project)
- Produce reports and presentations
- Manage travel arrangements (booking flights, trains, accommodation ...)
- Provide general administrative support (studio address book) & Support the studio members in other administrative tasks
- Sales/Logistic: coordinate the invoices and receipts and managing the stock
- Coordinate Transport, shipping

#### 2 - HR

- Prepare HR documentation (annual leave/sickness absence/ employees' data)
- Coordinate employees' contract, with Legal partners
- Execute monthly payment of employees and partners
- Support onboarding of new team members

#### 3 - Office

- Ensure work facilities & furniture availability (from software to hardware, equipment, access keys,...) at the studio
- Manage the company network of providers for the studio space (internet, cleaning services, gaz, water, elect)



MADE  
IN  
SITU

TRAVESSA DO ROSÁRIO, 16  
1250-197 LISBON  
T +351 918 844 380  
CONTACT@MADEINSITU.COM

**Profile & experience**

- Master Degree in Administration and Accounting with at least 2 years of experience
- License Degree in Administration and Accounting with more than 5 years of experience
- Fit for design & art world
- Solid Microsoft Office skills (Word, Outlook, Excel, etc)
- Fluent Portuguese and English both written & spoken, French is a plus
- Strong organizational and time management skills
- Ability to cope with pressure and short deadlines, prioritize and take initiative
- Strong team spirit
- Ability to work on numerous projects at the same time

To apply, please send your CV to [clement@ndldesignstudio.com](mailto:clement@ndldesignstudio.com)