



Administration & Office Coordinator

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 environments.

We expect the individual to perform a large scope of administrative missions, using strong organizational skills, agility & a team spirit. Ultimately, the person will position themselves as the main point of contact for all office related topics as well as HR and Accounting.

As well as the above tasks, the individual will also be the first point of contact with some clients and visitors, as MIS has a gallery area. The person must be comfortable in client facing situations and welcoming visitors to our gallery as well as exchanging with them via email.

We are looking for a highly committed person, a problem solver and autonomous individual who will join our Lisbon based team and be part of the exciting Made In Situ adventures.

Missions:

1 - Admin & accounting

- Daily follow up on expenses & invoices
- Control of fix expenses (water, electricity, cable, office supplies, local tax, etc.)
- First point of contact with accounting, Banks, IT and security partners as well as with other services in general
- Managing bank account and responsible for payment
- Budget monitoring: monthly & yearly report
- Manage travel arrangements (booking flights, trains, accommodation ...)
- Assist and manage staff members' agendas
- Provide general administrative support (studio address book) & Support the studio members in other administrative tasks
- Sales/Logistic: coordinate the invoices and receipts
- Coordinate Transport, shipping
- Manage gallery email and respond to client request for pricing.
- Help the studio's owner personal assistant sometimes with some tasks (accountancy, bookings, orders, deliveries, etc.)

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



MADE
IN
SITU

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- **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, water, electricity, etc.)
- Manage the cleaning services partner, be responsible for the studio upkeep, helping to keep it clean and organized (if needed, managing the team to achieve this goal)
- Organize the studio maintenance (reparation works, plants, etc.)

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 claire@ndldesignstudio.com