



PAC is the leading European research and consulting firm in the fields of digital transformation, software, and IT services. We are a content-based company with strong consulting DNA. With more than 40 years of experience, and operating out of four countries, we are the preferred partner for European user companies to define their IT strategy, govern teams and projects, and de-risk technology choices that drive successful business transformation.

## **We are hiring an Office Manager (m/f/d)**

PAC in Romania has an open position for an English-speaking Office Manager, with a focus on finance-related tasks. This is a multi-tasking role for a highly organized person with excellent written and oral communication skills. The successful candidate should be proactive, have a keen eye for detail, and be equipped with good organizational skills.

### **Your responsibilities:**

- You work directly with the Romanian, US, and UK accountants, providing the monthly package.
- Ownership of the order-to-cash process for Romania, US, and UK.
- Cash-flow planning / invoices from third-party suppliers.
- You maintain relations with the Romanian, US, and UK banks.
- Supervision of time-sheet process / monthly payroll, working with third-party HR support providers.
- Support with recruitment and employment contracts; documentation for onboarding and offboarding.
- You take calls / handle incoming e-mail requests.
- Travel arrangements for consultants / travel expenses.
- Romanian office administration.
- Support with the management of the CRM system.
- General secretarial work – ad hoc tasks.

### **What's on offer?**

- An incredible opportunity to expand your network with some of the largest IT service and software providers in the world.
- A diverse and responsible position in a very dynamic environment: You are responsible for complex and exciting tasks and have the opportunity to realize your creative ideas.
- A fantastic team full of energy, with a flat hierarchy and open culture, easy cooperation, and a commitment to mutual success.
- You will be given a permanent employment contract, as we value long-term cooperation with our employees.

**Your skills:**

- Keen eye for detail
- Proactive and dynamic
- Computer literate, proficient in MS Office (Excel and Word)
- Excellent written and oral communication skills
- Language skills: English – advanced, mandatory; German/French would be a plus

**Interested?**

If you would like to apply or if you have any questions, please contact Eugen Schwab-Chesaru ([eschwab@teknowlogy.com](mailto:eschwab@teknowlogy.com)).

Please send us your CV with the subject “Office Manager”, stating your earliest start date at [info-romania@teknowlogy.com](mailto:info-romania@teknowlogy.com).

Feel free to add a short cover letter to explain why you are applying (not compulsory)