



VACANCY: OFFICE MANAGER (KYIV OFFICE)

French AI start-up PRESTE is looking for his/her
Office Manager (Kyiv office)

Job Description

- **Mission overview:**

Our Office Manager supports the development of our startup & of our team (now 5 persons) on administrative & logistics issues. The position requires a good general understanding of the processes at stake in a fast growing B2B tech company: accounting, legal, HR & project management, to manage their administrative aspects.

- **Main activities:**

- **Supplier management:** Manage day-to-day administrative relations with our suppliers and contractors, manage contract preparation & review, invoices & payment orders
- **Office management:** Manage day-to-day office life, from purchases (benchmark, selection, purchase) to team planning (no personal secretariat)
- **Admin support to HR** (can be discussed)
- **Admin support to Sales & MarkCom** (can be discussed)

- **Key competencies:**

- **Must-have:**
 - Admin experience (Admin Manager, Office Manager, Executive Personal Assistant) => 3 years
 - Autonomous, quick & reliable
 - Problem solver rather than problem pointer (we are a start-up!)
 - Command of Office main tools
 - Languages: English (B1), Ukrainian (C2) or Russian (C2)
- **A definite plus:**
 - General understanding of the different processes at stake in a B2B company (accounting, legal, HR, PM)
 - Curious, with an appetite for tech
 - Command of PM tools (Jira)
 - Language: French (B1)



What we offer

- 360° experience in a growing business
- Possibility of evolution together with the company
- International work environment (standards, managers & clients)
- Work in Unit.City, at the heart of Ukraine talent & technology pool

Start date:

- August or September 2020
- Part-time can be considered at start
- Partly remote possible

How to apply

Please highlight in English how you believe your profile can match our needs in a very short introduction (one paragraph) and a CV to be sent to jobs@preste.ai with email title: "Office Manager (Kyiv office)".

The recruitment process will follow 2 rounds of interviews: 1) shortlisting 2) final selection.

PRESTE in a nutshell:

- *Our activity:*

- *PRESTE is an AI company based in Paris and Kyiv.*
- *We build Machine Learning & Data Science solutions for businesses: computer vision, natural language processing, prediction, dynamic recommendations & graphs.*

- *Our team:*

- *PRESTE team is French and Ukrainian.*
- *Our added value lies in the quality of the skills and projects we manage. We are end-to-end solution builders.*
- *We are a start-up (2019): our team is still small (<10) but rapidly growing. We have ambitious plans and the heart to achieve them!*