

**Gauss** is a small but growing company specialised in climate change, air quality, energy and environment working with worldwide institutions to develop science-based assessments, policies and recommendations. Gauss is an exciting and rewarding place to work where you will make a difference. You will work with a multilingual team of talented, dedicated, and supportive individuals, native in Spanish, French, English, Dutch, German, Swedish, and Arab. If you want to join our thriving project keep reading!

We are looking for an **office coordinator** to join our multicultural & young team at Alcalá de Henares, the Unesco World Heritage City of Madrid.

**Conditions:** The job is onsite, at our office in Alcalá de Henares, close to the train station. Working hours are 9 am – 6:30 pm from Monday to Thursday, with a one-hour lunch break. Fridays from 9 am – 3 pm with no lunch break.

**Required:**

- A relevant educational background or experience in Administration, Accounting or similar;
- Skills: excellent organisational and follow-up skills, communication, interpersonal, self-driven, organisation, multi-tasking, embraces personal challenge, confident, takes ownership for team cohesion, motivated and able to positively motivate others, focused, target driven with a positive, can-do attitude;
- Experience in working effectively in a team, taking a positive approach to change and challenges; planning and organizing your own workload; maintaining electronic diaries of a team and coordinating internal meetings;
- High level of professionalism, with the ability to use absolute discretion, initiative, and personal judgment in dealing with sensitive and confidential matters;
- Good working knowledge of Microsoft Office;
- English fluency and experience in elaborating and implementing operational procedures and the editing of documents using the Microsoft Package (Word) would be an advantage.

### Responsibilities of the office coordinator

The responsibilities of the post include:

- Support to invoicing and management of internal accountability database;
- Keep track of invoices sent and paid;
- Liaising with the accountability agency;
- Point person for maintenance, mailing, shipping, supplies, equipment, bills, and errands;
- Organising company events;
- Ordering stationery and furniture;
- Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time;
- Organise international travel of Gauss staff, including the purchase of flights, booking of hotels, travel insurances, and notification to the relevant authorities;
- Coordinate and support the implementation of the quality policy of the company and proposing improvements to the overall functioning of Gauss;
- Proactively contribute to creating a good team atmosphere, anticipating and overcoming obstacles;
- Train others in all aspects of the quality system and application of procedures
- Update employees' handbook when required and ensure procedures are maintained and updated;
- Organising induction programmes for new employees;
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office;
- Ensuring that health and safety policies are up to date;
- Support to the recruitment processes of the company;
- Undertake checks of formatting of reports and presentations according to Gauss templates and editing of documents when required;
- Update the CVs of the personnel, and the track record list of the company;
- Provide support to maintain the webpage of the company up to date, writing short articles and newsletters and managing the WordPress site of the company;
- Other administrative tasks needed to support the company's functioning and the staff;
- Implement and manage client satisfaction surveys and certificates;
- Motivate and coach the team to operational success;
- Consistently promote high standards through personal example and roll out through the team so that each member of the team understands the standards and behaviours expected of them;
- Work as part of the Management team to share ideas and improve operation, recommending, supporting and implementing continuous improvement activities and process and procedure improvements to optimise results and improve quality of delivery, in line with the quality standards requirements delivery and in line with Company and Customer requirements;
- Communicate with personnel at all levels;
- Support to the development of the administrative documents for proposals to international tenders.

### How to apply:

Send an e-mail with your CV and a motivation letter to [gauss@gauss-int.com](mailto:gauss@gauss-int.com), specifying "Office coordinator" in the title of the e-mail. Submission deadline: 15/02/2023.

