

Take Advantage of This Opportunity and Join Our Team as

## Office Manager (m/f)

**Interenergo** is an international energy company headquartered in Ljubljana and a part of Austrian Kelag Group. We're playing a crucial role in our region's shift towards cleaner energy solutions. From investing in, building, and operating renewable energy technologies to actively trading and providing tailored energy services, we're dedicated to driving this transition forward.

### **Join Interenergo as an Office Manager and take the next step in your career!**

As our Office Manager, you will play a key role in ensuring the smooth running of daily office operations and providing support to our employees. You will act as a central link between different departments – including the back office, accounting, and human resources – and serve as a vital pillar of our daily organizational processes. This is a diverse and dynamic position in an international environment that offers new challenges and opportunities for learning and growth.

**If you enjoy organizing, coordinating, and working with people, we invite you to become part of our team.**

### **Your responsibilities**

- Organizing business trips, completing travel orders, and maintaining related records.
- Coordinating guest visits and company events (e.g., team building, picnics).
- Handling communication and correspondence with business partners.
- Monitoring payments and liaising with the back office/business support department.
- Managing records of incoming and outgoing mail.
- Providing administrative and technical support to company management.
- Maintaining the office environment and managing office supply procurement.

### **Your key attributes and qualifications**

- Bachelor's degree (VI) in economics or a related field.
- Previous experience in a similar role (office management, reception, administrative support) is preferred.
- Strong organizational and communication skills, with a natural affinity for working with people.
- A high sense of responsibility and reliability.
- Proficiency in Microsoft Office tools and an interest in working with other software solutions.
- Fluency in English and knowledge of Croatian or Serbian.

This is a **fixed-term position (1 year)** to cover a maternity leave.

### Why join us

- An established company part of Austrian Kelag group, with strong ties across 7 markets in South-eastern Europe.
- International work setting.
- Comprehensive on-boarding and rotation process.
- Open communication and collaboration.
- Emphasis on ongoing learning and personal growth through allocated budget for training initiatives, conferences and language courses.
- Internal recreational program offering a range of activities including fitness sessions, squash matches, and skiing tournaments.
- Option to use the Group's holiday accommodations in Carinthia, Austria.
- Supplementary health and pension insurance.

**We Are Expanding Our Team!** If you do not see yourself in the described responsibilities and experiences but have relevant experience and a strong desire to develop your career at Interenergo, we want to meet you.

We invite you to send us your applications with the attached CV no later than **12.06.2025** by e-mail to: **info@interenergo.si** or by regular mail to: **Interenergo, d.o.o., Gosposvetska cesta 11, 1000 Ljubljana.**